



GALVESTON COUNTY, TEXAS

COMMISSIONERS COURT 722 Moody, County Courthouse, Galveston, TX 77550 (409) 766-2244

Mark Henry Ryan Dennard Kevin O'Brien Stephen Holmes Ken Clark
County Judge Commissioner, Precinct 1 Commissioner, Precinct 2 Commissioner, Precinct 3 Commissioner, Precinct 4

SPECIAL MEETING-AGENDA January 29, 2013 -9:30AM

CONSENT AGENDA: ALL ITEMS MARKED WITH A SINGLE ASTERISK (*) ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE COMMISSIONERS COURT. ANY COMMISSIONERS COURT MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall, within three (3) days prior to any proceeding contact the County Judge's office at 722 Moody, Galveston, Texas 77550 (409) 766-2244.

1. Call to Order Specially Scheduled Meeting – 9:30 a.m.
- *2. Consideration of *authorizing the County Judge to provide 30 day written notice to terminate the lease with Buzbee Properties for the premises located at 607 S. Friendswood Dr. #30, Friendswood, Texas housing Justice Court 8-2* submitted by the County Judge.
- *3. *Authorization for the proposal for restructuring grant allocation* submitted by Emergency Management Coordinator.
- *4. Consideration of approval *of the wording of a letter to be sent by Galveston County to the HGAC Transportation Policy Council (TPC) requesting that the 2035 Regional Transportation Plan (RTP) and 2011-2014 Transportation Improvement Program (TIP) be amended to include the FM 646 widening project between SH 6 and FM 1764* submitted by the County Engineer.
- *5. Consideration of *authorizing the following* submitted by the Purchasing Agent:
 - a. **RFP #B122034 Enterprise Fleet Copier Management & Implementation Service**
6. **Break into Workshop:**
7. Discussion with Robert Pike regarding Fat Boys Fishing Paradise Concession Agreement.
8. **Break into Executive Session:**
 - a) **Executive Session: Section 551.072 Deliberations about Real Property. Purchase of improvements known as Fat Boy's Fishing Paradise located**

**upon the premises described in Texas General Land Office Coastal Surface
Lease No. SL 20122008.**

9. **Adjourn Executive Session.**
10. **Reconvene Special Meeting.**
11. **County Legal**
 - a. Consideration of various issues regarding Fat Boys' Fishing Paradise Concession Agreement and authorizing County Legal to advise the owners of decisions made by the Commissioners' Court.
 - b. Consideration of Execution of a Lease with Congressman Randy Weber for office space in the Calder Road Building submitted by County Legal.
12. **Adjourn Special Meeting.**

Appearances before Commissioners Court

A speaker whose subject matter as submitted relates to an identifiable item of business on this agenda will be requested by the County Judge or other presiding court members to come to the podium where they will be limited to three minutes (3). A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda will be limited to three minutes (3) and will be allowed to speak before the meeting is adjourned. Please arrive prior to the meeting and sign in with the County Clerk.

AGENDA ITEM #2.



Mark Henry

**County Judge
County of Galveston**

Galveston County Courthouse
722 Moody Avenue, Galveston, Texas 77550

Patricia Grady
Legal Liaison

Roxann Lewis
Executive Assistant

January 29, 2013

Buzbee Properties, Inc.
306 S. Friendswood Drive
Friendswood, Texas 77546

Re: Notice of Lessee's Intent to Terminate the Month-to Month Lease at 607 S. Friendswood Drive #30, Friendswood, Texas.

Dear Mr. Buzbee,

Please accept this letter as formal notice of Galveston County's intent to terminate and not renew the lease for the premises located at 607 S. Friendswood Dr. #30, Friendswood, Texas, a part of the Friendswood Village Shopping Center. Justice Court Precinct 8-2, Judge James Woltz, currently occupies this space and will vacate the space prior to March 1, 2013.

I am requesting that a representative from Buzbee Properties, accompanied by a representative of Galveston County, conduct a walk-through of the premises the week of February 25, 2013. The purpose of the walk-through is to inspect the property for damage or determine any need for repairs. Please contact Charles Kenworthy at (409)766-2385 to confirm the appointment.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mark Henry", is written in black ink.

Mark Henry

AGENDA ITEM #3.

TO: County Judge Mark Henry

FROM: Coordinator David Popoff

Date: 01/11/13

RE: Community Emergency Response Team (CERT)

As you know the Community Emergency Response Team (CERT) is a grant funded program. This is a vital program to our success in disaster response and recovery. It is my suggestion that we continue the program however the FY2012 grant allocation for this program has been reduced significantly. Currently CERT is coordinated by one FTE and her currently salary is \$43,756. We currently have \$58,500 budgeted for salary and benefits, which is covered 100% by the current grant.

At current this will leave a shortfall in grant funds for the remainder of the calendar year. I have developed a plan to continue this program through calendar year 2013 and into the future as grant funds are reduced.

In an effort to meet the milestones required for this grant it is my suggestion that you approve that CERT is administered by a private contractor under the direction of my department.

Proposal:

- () Contractor conducts 4 new members CERT Classes for the remainder of the calendar year.
- () Contractor conducts 4 refreshers CERT Classes for the remaining calendar year.
- () Contactor participates in 2 exercises prior to the start of Hurricane Season.
- () Contractor maintains all of the records and CERT Website.
- () Contractor will conduct scope of work for \$50,000

Funding History Salary and Equipment:

FY2010 \$103,000

FY2011 \$ 103,000

FY2012 \$ 70,000

Please contact me if you have any further question, respectfully submitted.

David Popoff

Coordinator

AGENDA ITEM #4.



Mark Henry

County Judge
County of Galveston

Galveston County Courthouse
722 Moody Avenue, Galveston, Texas 77550

Patricia Grady
Legal Liaison

Roxann Lewis
Executive Assistant

January 23, 2013

Mr. Alan C. Clark,
Director of Transportation Planning
Houston-Galveston Area Council
PO BOX 22777
Houston, Texas 77227-2777

Subject: Change of Programming Year for Project FM 646, CSJ 0978-01-034

Dear Mr. Clark:

Galveston County requests modification of the 2035 Regional Transportation Plan Update and the 2011-14 Transportation Improvement Program to reflect the following change in transportation project status:

Project Identification and Description	
Project Sponsor	Galveston County
MPO ID	To be supplied by MPO
CSJ	0978-01-034
Street Name	FM 646
Description of Work	Widen from 2 to 4 lanes divided
Beginning Limit	SH 6
Ending Limit	FM 1764
Total Cost	\$27,766,000 (Construction \$13,736,000)
Proposed Letting Year	2014

Galveston County agrees to become local sponsor in order for this project to be considered in the required air quality and financial issues. In agreeing to become local sponsor Galveston County intends to partner with federal, state and local agencies and/or private groups in order to cover the potential costs associated with development and implementation of this proposed project.

The project is environmentally clear for construction, PSE is 80% complete and ROW acquisition is over 55% complete. All of these efforts are expected to be 100% by December 31, 2013.

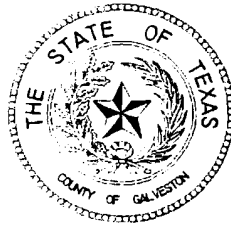
Sincerely,

A handwritten signature in black ink, appearing to read "Mark Henry", with a stylized, flowing script.

Mark Henry

AGENDA ITEM #5.a.

**GALVESTON COUNTY
PURCHASING DEPARTMENT**



REQUEST FOR PROPOSAL:

RFP #B122034

**ENTERPRISE FLEET COPIER MANAGEMENT
& IMPLEMENTATION SERVICES**

**PROPOSAL DUE DATE: OCTOBER 16, 2012
2:00 P.M.**

***Rufus Crowder, CPPO, CPPB
Purchasing Agent
Galveston County
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5372***

RFP #B122034

**ENTERPRISE FLEET COPIER MANAGEMENT
& IMPLEMENTATION SERVICES**

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Vendor Qualification Packet



RFP #B122034
OPEN: 10/16/2012
2:00 PM

REQUEST FOR PROPOSALS
ENTERPRISE FLEET COPIER MANAGEMENT & IMPLEMENTATION SERVICES
GALVESTON COUNTY, TEXAS

Sealed proposals in **sets of nine (9), one (1) original and eight (8) copies** will be received in the office of the Galveston County Purchasing Agent until **2:00 PM on 10/16/2012** and opened immediately in that office in the presence of the County Auditor and the Purchasing Agent. All proposals are to be delivered to the Galveston County Purchasing Agent, Galveston County Courthouse, 722 Moody Avenue (21st Street) Fifth (5th) Floor, Galveston, Texas 77550. Any proposal received after **10:00 AM** on the date specified will be returned unopened.

All proposals must be marked on the outside of the envelope:

RFP #: B122034
ENTERPRISE FLEET COPIER MANAGEMENT & IMPLEMENTATION SERVICES

Proposers name, return address, and the enclosed label should be prominently displayed on the envelope. Pricing will be as shown in the Request for Proposal.

Specifications can be obtained on application at the office of the County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody Avenue (21st Street) Fifth (5th) Floor, Galveston, Texas.

Proposals will be either lump sum or unit prices as shown on the proposal sheet, if applicable. The net price will be delivered to Galveston County, including all freight or shipping charges. The County is tax exempt and no taxes should be included in your proposal.

Each proposal must be accompanied by a Certified or Cashier's Check or acceptable Proposer (Bid) Bond in the amount of 5% of Proposal as a guarantee that, if awarded the contract the Proposer will enter into a contract and execute required Performance and Payment Bonds.

Upon satisfaction of contractual terms (e.g., goods delivered in promised condition, services rendered as agreed, etc.), vendor is to be paid via Galveston County's normal accounts payable process.

Commissioners' Court reserves the right to waive any informality and to reject any and all proposals and to accept the proposal or proposals which, in its opinion, is most advantageous to the County.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County

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GALVESTON COUNTY, TEXAS**

1. PROPOSAL PACKAGE

The request for proposal, general and special provisions, drawings, specifications/line item details, contract documents and the proposal sheet are all considered part of the proposal package. Proposals must be submitted in sets of nine, one (1) original and eight (8) copies and one (1) complete electronic version on the forms provided by the County, including the proposal sheet completed in its entirety and signed by an authorized representative by original signature. Failure to complete and sign the proposal sheet/contract page(s) may disqualify the proposal from being considered by Commissioners' Court. Any individual signing on behalf of the proposer expressly affirms that he or she is duly authorized to tender this proposal and to sign the proposal sheet/contract under the terms and conditions in this proposal. Proposer further understands that the signing of the contract shall be of no effect unless subsequently awarded and the contract properly executed by Commissioners' Court. All figures must be written in ink or typed. Figures written in pencil or with erasures are not acceptable. However, mistakes may be crossed out, corrections inserted, and initialed in ink by the individual signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Each proposer is required to thoroughly review this entire proposal packet to familiarize themselves with the proposal procedures, the plans and specifications for the requested work as well as the terms, and conditions of the contract the successful proposer will execute with the County.

2. COMPETITIVENESS AND INTEGRITY

To prevent biased evaluations and to preserve the competitiveness and integrity of such acquisition efforts, proposers are to direct all communications regarding this proposal to the Galveston County Purchasing Agent, unless otherwise specifically noted.

Do not contact the requesting department. Attempts by offering firms to circumvent this requirement will be viewed negatively and may result in rejection of the offer of the firm found to be in non-compliance.

All questions regarding this Request for Proposal must be submitted in writing to:
Rufus G. Crowder, CPPO, CPPB, Purchasing Agent
722 Moody
Fifth Floor
Galveston, Texas 77550
Fax: (409) 621-7997
E-mail: rufus.crowder@co.galveston.tx.us

An authorized person from the submitting firm must sign all proposals. This signature acknowledges that the proposer has read the proposal documents thoroughly before submitting a proposal and will fulfill the obligations in accordance to the terms, conditions, and specifications.

Please carefully review this Request for Proposal. It provides specific information necessary to aid participating firms in formulating a thorough response.

3. PROPOSER'S RESPONSIBILITY

The Proposer must affirmatively demonstrate its responsibility. The Proposer must also meet the following minimum requirements:

1. have adequate financial resources or the ability to obtain such resources as required;
2. be able to comply with all federal, state, and local laws, rules, regulations, ordinances and orders regarding this Request for Proposal;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

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4. TIME FOR RECEIVING PROPOSALS

Proposals received prior to the submission deadline will be maintained unopened until the specified time for opening. If the proposer fails to identify the Proposal Number on the outside of the envelope as required, the Purchasing Agent will open the envelope for the sole purpose of identifying the proposal number for which the submission was made. The envelope will then be resealed. No liability will attach to a County office or employee for the premature opening of a proposal. If you do not submit a proposal, return this Request for Proposal and state reason, otherwise your name may be removed from our mailing list.

5. PROPOSAL OPENING

Only the names of proposers will be read at the opening. The Purchasing Agent will examine proposals promptly and thoroughly. No proposal may be withdrawn for a period of sixty (60) calendar days of the proposal opening date.

6. COMMISSIONERS' COURT

No contract is binding on the County until it is properly placed on the Commissioners' Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

Department head and elected officials are not authorized to enter into any type of agreement or contract on behalf of the County. Only the Commissioners' Court acting as a body may enter into a contract on behalf of and contractually bind the County. Additionally, department heads and elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County Legal Department prior to being accepted and signed by the County's authorized representative.

7. REJECTION OF PROPOSALS

The County, acting through its Commissioners' Court reserves the right to: (1) reject any and all proposals and waive any informality in the proposals received; (2) disregard the proposal of any proposer determined to be not responsible.

8. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

It is the responsibility of the prospective proposer to review the entire invitation to proposal packet and to notify the Purchasing Department if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or proposal procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for proposal opening. Vendors are to proposal as specified herein or proposal an approved equal. The mention of any brand name in the specifications is not intended to be restrictive, but is intended to describe the general features and requirements (or equivalent) that Galveston County is seeking.

9. SUBSTITUTES

It is not the County's intent to discriminate against any materials of equal merit to those specified; however, should the proposer desire to use any substitutions, prior written approval shall be obtained from the County Purchasing Agent sufficiently in advance in order that an addendum might be issued.

10. EXCEPTIONS TO PROPOSAL

The proposer will list on a separate sheet of paper any exceptions to the conditions of the proposal. This sheet will be labeled, "Exceptions to Proposal Conditions", and will be attached to the proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

The Proposer must specify in its proposal any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the proposal and should indicate its possible or actual advantage to the program being offered.

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The County reserves the right to offer these alternatives to other proposers.

11. PRICING

Proposals will be either lump sum or unit prices as shown on the proposal sheet. The net price will be delivered to Galveston County, including all freight or shipping charges. The County is tax exempt and no taxes should be included in your proposal.

Cash discount must be shown on proposal, otherwise prices will be considered net. Unless prices and all information requested are complete, proposal may be disregarded and given no consideration.

In case of default by the contractor, the County of Galveston may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract of purchase order and the actual cost thereof to the County of Galveston. Prices paid by the County of Galveston shall be considered the prevailing market price at the time such purchase is made. Periods or performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent and the Commissioners' Court.

12. PROCUREMENT CARD PROGRAM

The County of Galveston participates in a Procurement Card (P-Card) program that allows payments made to the vendor by credit card. This method normally results in substantially faster bill payments sometimes within three (3) to five (5) days of the actual transaction date. If your company will accept payment via credit card (Visa, MasterCard), please notate this in your proposal submittal.

13. TAX EXEMPTION

Pursuant to Section 151.309 of the Texas Tax Code, Galveston County qualifies for exemption from sales, excise and use taxes imposed under the Limited Sales, Excise, and Use Tax Act, which is codified at Chapter 151 of the Texas Tax Code. In accordance with Section 151.309, a taxable item sold, leased, or rented to, or stored, used, or consumed by the County is exempt from the taxes imposed under Chapter 151. Section 151.311 of the Texas Tax Code lists its requirements for tax exemptions on taxable items incorporated into or used for the improvement of realty of an exempt entity. Section 151.3111 lists its requirements for tax exemptions on certain services. Contractor is cautioned that this RFP provision simply highlights some statutory qualifying exemptions from the sale and use taxes imposed under Chapter 151. If Contractor believes all or a portion of its costs are exempt from taxes imposed under Chapter 151 of the Texas Tax Code, it may request a certificate of tax exemption by submitting a written request for such to the County Purchasing Agent. Additionally, information regarding eligibility for exemption from taxes imposed under Chapter 151 may be obtained through the Office of the State of Texas Comptroller of Public Accounts, whose website is <http://www.window.state.tx.us/>.

14. PASS THROUGH COST ADJUSTMENTS

Except in instances of extreme extenuating circumstances Vendor prices shall remain firm throughout the Contract period and any renewals. Examples of extreme extenuating circumstances include such situations as a nation wide rail strike, oil shortage, or oil embargos.

In extreme extenuating circumstances Vendors may be allowed to temporarily "pass through" additional costs they are forced to incur through no fault of their own. A request for a pass through cost increase will not be considered unless a Vendor's cost for his product exceeds 10% over the original cost for the product. Also, the increase in cost must be nationwide and consistent for a minimum period of sixty (60) days. If a Vendor thinks he will be asking for a pass through cost adjustment during the term of his contract the original cost of his product to him must be stated in Vendor's original proposal.

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A request for a pass through cost does not guarantee that one will be granted. Vendors must submit such information on each request as is required by the County Purchasing Agent. The County Purchasing Agent will review each request on a case by case basis and determine the appropriateness of each request as well as amount and duration of increase. Vendors will not be permitted any additional compensation for mark-ups or profits based on the increase in price. Rather, such additional compensation will be limited to the actual increase in original cost to the Vendor as such increase is reflected by the original cost stated in the proposal. But in no event will the amount of additional compensation exceed 25% increase in Vendor's original cost for his product as such cost is reflected in Vendor's original proposal or the duration exceed a period of sixty (60) days. In addition, should, during the period of the pass through, cost return to normal or decrease to below pre pass through prices, appropriate downward adjustments will be made. No more than one pass through adjustment will be permitted per year.

15. MODIFICATION OF PROPOSALS

A proposer may modify a proposal by letter at any time prior to the submission deadline for receipt of proposals. Modification requests must be received prior to the submission deadline. Modifications made before opening time must be initialed by proposer guaranteeing authenticity. Proposals may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications, if any, will be accepted at any time prior to the Commissioners' Court considering of same.

16. SIGNATURE OF PROPOSALS

Each proposal shall give the complete mailing address of the Proposer and be signed by an authorized representative by original signature with the authorized representative's name and legal title typed below the signature line. Each proposal shall include the Proposer's Federal Employer Identification Number (FEIN). Failure to sign the Contract page(s) and proposal response sheet will disqualify the proposal from being considered by the County. The person signing on behalf of the Proposer expressly affirms that the person is duly authorized to tender the proposal and to sign the proposal sheets and contract under the terms and conditions of this RFP and to bind the Proposer thereto and further understands that the signing of the contract shall be of no effect until it is properly placed on the Commissioners' Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

17. AWARD OF PROPOSALS – EVALUATION CRITERIA AND FACTORS

The award will be made to the responsible proposer whose proposal is determined to be the best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. The prices proposed will be considered firm and cannot be altered after the submission deadline. **The proposed cost to the County will be considered firm, unless the County invokes its right to request and best and final offer and cannot be altered after the submission deadline.**

Each proposer, by submitting a proposal, agrees that if their proposal is accepted by the Commissioners' Court, such proposer will furnish all items and services upon which prices have been tendered and upon the terms and conditions in this proposal and contract.

The contractor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Galveston County. The contractor will perform all services indicated in the proposal in compliance with this contract.

Neither department heads nor elected officials are authorized to sign any binding contracts or agreements prior to being properly placed on the Commissioners' Court Agenda and approved in open court. Department heads and other elected officials are not authorized to enter into any type of agreement or contract on behalf of Galveston County. Only the Commissioners' Court, acting as a body, may enter into a contract on behalf of the County. Additionally, department heads and other elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County Legal Department prior to being signed by the County's authorized representative.

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GALVESTON COUNTY, TEXAS**

The County of Galveston reserves the right to accept proposals on individual items listed, or group items, or on the proposal as a whole; to reject any and all proposals; to waive any informality in the proposals; and to accept the proposal that appears to be in the best interest of the County. In addition, the selection process may, however, include a request for additional information or an oral presentation to support the written proposal.

In determining and evaluating the best proposal, the pricing may not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant items. The Commissioners' Court shall be the sole judge in the determination of these matters.

The County reserves the right to reject any or all proposals in whole or in part received by reason of this RFP and may discontinue its efforts under this RFP for any reason or no reason or solely for the County's convenience at any time prior to actual execution of the contract by the County.

A Proposer whose proposal does not meet the mandatory requirements set forth in this RFP will be considered noncompliant.

The invitation to submit a proposal which appears in the newspaper, or other authorized advertising mediums, these general provisions, specifications which follow, the proposal sheets, and any addenda issued are all considered part of the proposal.

Each Proposer, by submitting a proposal, agrees that if its proposal is accepted by the Commissioners' Court, such Proposer will furnish all items and services upon the terms and conditions in this RFP and contract.

Notice of contract award will be made within ninety (90) days of opening of proposals to the lowest responsive and responsible contractor, whose proposal complies with all the requirements in the Request for Proposals unless special consideration is granted by the Commissioners' Court..

Contractor shall submit to the County, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under Insurance in the schedule of the Requests for Proposals.

The contractor shall not commence work under these terms and conditions of the contract until all applicable Certificates of Insurance, Performance and Payment Bonds, and Irrevocable Letter of Credit (if required) have been approved by the County of Galveston and he/she has received notice to proceed in writing and an executed copy of the contract from the County of Galveston Purchasing Agent.

18. DISPUTE AFTER AWARD

Any actual or prospective Proposer who is allegedly aggrieved in connection with the solicitation of this RFP or award of a contract resulting therefrom may protest. The protest will be submitted in writing to the Purchasing Agent within seven (7) calendar days after such aggrieved person knows of or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Purchasing Agent will promptly issue a decision in writing to the protestant. If the protestant wishes to appeal the decision rendered by the Purchasing Agent, such appeal must be made to the Commissioners' Court through the Purchasing Agent. The decision of the Commissioners' Court will be final. The Commissioners' Court need not consider protests until the procedure is followed.

19. PUBLIC INFORMATION ACT

The parties agree that the County is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act. Proposer agrees that it has marked any information that it considers to be confidential, proprietary, and/or trade secret in its bid. County agrees to provide notice to Proposer in accordance with the Public Information

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Act in the event the County receives a request for information under the Public Information Act for information that the Proposer has marked as confidential, proprietary, and/or trade secret.

20. RESULTANT CONTRACT

The resultant contract shall become effective upon the Commissioners' Court execution of the same. The contract documents shall consist of the contract, the general and special provisions, the drawings, proposal package, any addenda issued, and any change orders issued during the work. If applicable to the attached bid/proposal, bidder/proposer must sign three (3) original contracts and return with their bid/proposal submittal.

The Criteria utilized for determining responsibility of proposer(s) includes, but is not limited to, the proposer's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any other factor deemed relevant by the County. The proposers shall furnish any information requested by the County in order for the County to determine whether a proposer is responsible.

21. CONTRACT TERM

The term of the resultant contract will begin on the date of execution by the Commissioners' Court and will terminate on the date specified in the resultant contract unless terminated earlier as herein set forth.

22. TERMINATION FOR DEFAULT

Failure of either party in the performance of any of the provisions of this contract shall constitute a breach of contract, in which case, either party may require corrective action within ten (10) days from date of receipt of written notice citing the exact nature of such breach. Failure of the party being notified to take corrective action within the prescribed ten (10) days, or failure to provide written reply of why no breach has occurred, shall constitute a Default of Contract.

All notices relating to default by Proposer of the provisions of the contract shall be issued by County by its Legal Department, and all replies shall be made in writing to the County Legal Department. Notices issued by or issued to anyone other than the County Legal Department shall be null and void and shall be considered as not having been issued or received.

Galveston County reserves the right to enforce the performance of this contract in any manner prescribed by law in the event of breach or default of this contract, and may contract with another party, with or without solicitation of bids or proposals or further negotiations. At a minimum, Proposer shall be required to pay any difference in service or materials, should it become necessary to contract with another source, plus reasonable administrative costs and attorney fees.

In the event of Termination for Default, Galveston County, its agents or representatives shall not be liable for loss of any profits anticipated to be made by Proposer.

No waiver by either party of any event of default under this agreement shall operate as a waiver of any subsequent default under the terms of this agreement.

County reserves the right to terminate this contract immediately in the event Proposer:

- Fails to meet delivery or completion schedules;
- Fails to otherwise perform in accordance with the accepted proposal and the contract

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23. TERMINATION FOR CONVENIENCE

County may terminate this contract upon at least thirty (30) days prior written notice for its convenience or for any reason deemed by the County to serve the public interest. County may terminate this contract upon thirty (30) days prior written notice for any reason resulting from any governmental law, order, ordinance, regulations, or court order. In no event shall County be liable for loss of any profits anticipated to be made hereunder by Proposer should this contract be terminated early.

24. FORCE MAJEURE

If by reason of force Majeure either Party shall be rendered unable, wholly or in part, to carry out its responsibilities under this contract by any occurrence by reason of force Majeure, then the Party unable to carry out its responsibility shall give the other Party notice and full particulars of such force Majeure in writing within a reasonable time after the occurrence of the event, and such notice shall suspend the Party's responsibility for the continuance of the forced Majeure claimed, but for no longer period.

Force Majeure means acts of God, floods, hurricanes, tropical storms, tornadoes, earthquakes, or other natural disasters, acts of a public enemy, acts of terrorism, sovereign conduct, riots, civil commotion, strikes or lockouts, and other causes that are not occasioned by either Party's conduct which by the exercise of due diligence the Party is unable to overcome and which substantially interferes with operations.

25. ESTIMATED QUANTITIES

Any reference to quantities shown in the Request for Proposals are an estimate only. Since the exact quantities cannot be predetermined, the County reserves the right to adjust quantities as deemed necessary to meet its requirements.

26. CONTRACTOR INVESTIGATION

Before submitting a proposal, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the contractor will rely. If the contractor receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

27. NO COMMITMENT BY COUNTY OF GALVESTON

This Request for Proposal does not commit the County of Galveston to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

28. BEST AND FINAL OFFERS

In acceptance of proposals, the County of Galveston reserves the right to negotiate further with one or more of the contractors as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interest of the County. This includes solicitation of a Best and Final Offer from one or more of the proposers. If invoked, it allows acceptable proposers the opportunity to amend, change or supplement their original proposal. Proposers may be contacted in writing requesting that they submit their best and final offer. Any such best and final offer must include discussed and negotiated changes.

29. SINGLE PROPOSAL RESPONSE

If only one proposal is received in response to the Request for Proposals, a detailed cost proposal may be requested of the single contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

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30. REJECTION/DISQUALIFICATION OF PROPOSALS

Galveston County reserves the right to reject any or all proposals in whole or in part received by reason of this proposal package and may discontinue its efforts for any reason under this proposal package at any time prior to actual execution of the Contract by the County. Proposers may be disqualified and rejection of proposals may be recommended to the Commissioners' Court for any of (but not limited to) the following causes:

- A. Failure to use the proposal form (s) furnished by the County, if applicable.
- B. Lack of signature by an authorized representative that can legally bind the company on the proposal form.
- C. Failure to properly complete the proposal.
- D. Proposals that do not meet the mandatory requirements.
- E. Evidence of collusion among proposers.

31. CHANGES IN SPECIFICATIONS

If it becomes necessary to revise any part of this proposal, a written notice of such revision will be provided to all proposers in the form of addenda. The County is not bound by any oral representations, clarifications, or changes made in the written specifications by the County's employees, unless such clarification or change is provided to proposers in a written addendum from the Purchasing Agent.

The County of Galveston reserves the right to revise or amend the specifications up to the time set for opening of proposals. Such revisions and amendments, if any, shall be announced by amendments to the solicitation. Copies of such amendments shall be furnished to all prospective contractors. Prospective contractors are defined as those contractors listed on the County's Request for Proposal list for this material/service or who have obtained his documents subsequent to the advertisement. If revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening of proposals may be postponed by such number of days as in the opinion of the County shall enable contractors to revise their proposals. In any case, the proposal opening shall be at least five working days after the last amendment; and the amendment shall include an announcement of the new date if applicable, for the opening or proposals.

32. PROPOSAL IDEAS AND CONCEPTS

The County reserves to itself the right to adopt or use for its benefit, any concept, plan, or idea contained in any proposal.

33. PROPOSAL DISCLOSURES

The names of those who submitted proposals will not be made public information until after an award is made by Commissioners' Court. No price or staffing information will be released. Proposers are requested to withhold all inquiries regarding their proposal or other submissions until after an award is made. No communication is to be had with any County employee, other than the Purchasing Agent, regarding whether a proposal was received. Violations of this provision may result in the rejection of a proposal.

34. PROTEST

Any actual or prospective proposer who is allegedly aggrieved in connection with the solicitation or award of proposal may protest. The protest will be submitted in writing to the Purchasing Agent within seven days after such aggrieved person knows of, or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Purchasing Agent will promptly issue a decision in writing to the protestant. If the protestant wishes to appeal the decision rendered by the Purchasing Agent, such appeal must be made to the Commissioners' Court through the Purchasing Agent. The decision of the Court will be final. The Court need not consider protests unless the procedure is followed.

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35. WITHDRAWAL OF PROPOSAL

Proposers may request withdrawal of a sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the Purchasing Agent in writing. No proposals may be withdrawn for a period of sixty (60) calendar days after opening of the proposals.

36. INDEMNIFICATION

The contractor shall agree to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, the County of Galveston, its elected and appointed officials and department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof in connection therewith on account of the loss of life, property or injury or damage to the person which shall arise from contractor's operations under this contract, its use of County facilities and/or equipment or from any other breach on the part of the contractor, its employees, agents or any person(s) in or about the County's facilities with the expressed or implied consent of the County. Contractor shall pay any judgment with cost which may be obtained against Galveston County resulting from contractor's operations under this contract.

Contractor agrees to indemnify and hold the County harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Contractor shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived. If Contractor fails to do so, then the County reserves the right to pay unpaid bills of which County has written notice direct and withhold from Contractor's unpaid compensation a sum of money reasonably sufficient to liquidate any and all such lawful claims.

37. PROOF OF INSURANCE

Successful proposer agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners' of the State of Texas, with coverage provision insuring the public from any loss or damage that may arise to any person or property by reason of services rendered by successful proposer and providing that the amount by reason of services limits of not less than the following sums:

- A. For damages arising out of bodily injury to or death of one person in any one accident - ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.
- B. For damages arising out of bodily injury to or death of two or more persons in any one accident - THREE HUNDRED THOUSAND AND NO/100 (\$300,000.00) DOLLARS.
- C. For any injury to or destruction of property in any one accident - ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.

Successful proposer shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the successful proposer. Current insurance Certificates certifying that such policies as specified above are in full force and effect shall be furnished by successful proposer to the County.

Insurance is to be placed with insurers having a Best rating of no less than A. The Proposer shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses within ten (10) business days of execution of this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The Proposer shall be required to submit annual renewals for the term of this contract prior to expiration of any policy.

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In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity.

The County agrees to provide Proposer with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Proposer shall have the right to defend any such claim, demand, or cause of action at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the Proposer.

In no event shall the County be liable for any damage to or destruction of any property belonging to the Proposer.

Galveston County shall be listed as the additional insured on policy certificates and shall be notified of any changes to the policy during the contractual period.

38. PATENT AND COPYRIGHT PROTECTION

The Proposer agrees at its sole expense to protect the County from claims involving infringement of patents or copyrights.

39. CONFLICT OF INTEREST DISCLOSURE REPORTING

Proposer may be required under Chapter 176 of the Texas Local Government Code to complete and file a conflict of interest questionnaire (CIQ Form). If so, the completed CIQ Form must be filed with the County Clerk of Galveston County, Texas.

If Proposer has an employment or other business relationship with an officer of Galveston County or with a family member of an officer of Galveston County that results in the officer or family member of the officer receiving taxable income that exceeds \$2,500.00 during the preceding 12-month period, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

If Proposer has given an officer of Galveston County or a family member of an officer of Galveston County one or more gifts with an aggregate value of more than \$250.00 during the preceding 12-months, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

The Galveston County Clerk has offices at the following locations:

Galveston County Clerk
Galveston County Justice Center, Suite 2001
600 59th Street
Galveston, Texas 77551

Galveston County Clerk
North County Annex, 1st Floor
174 Calder Road
League City, Texas 77573

Again, if Proposer is required to file a CIQ Form, the original completed form is filed with the Galveston County Clerk (not the Purchasing Agent).

For Proposer's convenience, a blank CIQ Form is enclosed with this proposal. Blank CIQ Forms may also be obtained by visiting the Galveston County Clerk's website and/or the Purchasing Agent's website – both of these web sites are linked to the Galveston County homepage, at <http://www.co.galveston.tx.us>.

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As well, blank CIQ Forms may be obtained by visiting the Texas Ethics Commission website, specifically at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

Chapter 176 specifies deadlines for the filing of CIQ Forms (both initial filings and updated filings).

It is Proposer's sole responsibility to file a true and complete CIQ Form with the Galveston County Clerk if Proposer is required to file by the requirements of Chapter 176. Proposer is advised that it is an offense to fail to comply with the disclosure reporting requirements dictated under Chapter 176 of the Texas Local Government Code.

If you have questions about compliance with Chapter 176, please consult your own legal counsel. Compliance is the individual responsibility of each person, business, and agent who is subject to Chapter 176 of the Texas Local Government Code.

40. ENTIRETY OF AGREEMENT AND MODIFICATION

This contract contains the entire agreement between the parties. Any prior agreement, promise, negotiation or representation not expressly set forth in this contract has no force or effect. Any subsequent modification to this contract must be in writing, signed by both parties.

An official representative, employee, or agent of the County does not have the authority to modify or amend this contract except pursuant to specific authority to do so granted by the Galveston County Commissioners' Court.

41. NON-COLLUSION AFFIDAVIT

The contractor declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the contractor has not directly or indirectly induced or solicited another contractor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any contractor or anyone else to put in a sham proposal, of that anyone shall refrain from bidding; that the contractor has not in any manner, directly or indirectly, sought by agreement, communications, or conference with anyone to fix the proposal price of the contractor of any other bidder, or to fix any overhead, profit or cost element of the proposal price, or of that of any other contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the contractor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any cooperation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

No negotiations, decisions, or actions shall be initiated by any company as a result of any result of any verbal discussion with any County employee prior to the opening of responses to this Request for Proposal.

No officer or employee of the County of Galveston, and no other public or elected official, or employee, who may exercise any function or responsibilities in the review or approval of this undertaking shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. The above compliance request will be part of all County of Galveston contracts for this service.

42. SOVEREIGN IMMUNITY

The County specifically reserves any claim it may have to sovereign, qualified, or official immunity as a defense to any action arising in conjunction with this contract.

43. MERGERS, ACQUISITIONS

The Proposer shall be required to notify the County of any potential for merger or acquisition of which there is knowledge at the time that a proposal is submitted.

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If subsequent to the award of any contract resulting from this RFP the Proposer shall merge or be acquired by another firm, the following documents must be submitted to the County.

1. Corporate resolutions prepared by the awarded Proposer and the new entity ratifying acceptance of the original contract, terms, conditions and prices;
2. New Proposer's Federal Identification Number (FEIN); and
3. New Proposer's proposed operating plans.

Moreover, Proposer is required to provide the County with notice of any anticipated merger or acquisition as soon as Proposer has actual knowledge of the anticipated merger or acquisition. The New Proposer's proposed plan of operation must be submitted prior to merger to allow time for submission of such plan to the Commissioners' Court for its approval.

44. DELAYS

The County reserves the right to delay the scheduled commencement date of the contract if it is to the advantage of the County. There shall be no additional costs attributed to these delays should any occur. Proposer agrees it will make no claims for damages, for damages for lost revenues, for damages caused by breach of contract with third parties, or any other claim by Proposer attributed to these delays, should any occur. In addition, Proposer agrees that any contract it enters into with any third party in anticipation of the commencement of the contract will contain a statement that the third party will similarly make no claim for damages based on delay of the scheduled commencement date of the contract.

45. ACCURACY OF DATA

Information and data provided through this RFP are believed to be reasonably accurate.

Proposer may tour the Station to verify information and data. Please contact the County Purchasing Agent to arrange to visit the Station.

46. SUBCONTRACTING/ASSIGNMENT

Proposer shall not assign, sell, or otherwise transfer its contract in whole or in part without prior written permission of Commissioners' Court. Such consent, if granted, shall not relieve the Proposer of any of its responsibilities under this contract.

47. INDEPENDENT CONTRACTOR

Proposer expressly acknowledges that it is an independent contractor. Nothing in this agreement is intended nor shall be construed to create an agency relationship, an employer/employee relationship, a joint venture relationship, or any other relationship allowing County to exercise control or direction over the manner or method by which Proposer or its subcontractors perform in providing the requirements stated in the Request for Proposal.

48. MONITORING PERFORMANCE

The County shall have the unfettered right to monitor and audit the Proposer's work in every respect. In this regard, the Proposer shall provide its full cooperation and insure the cooperation of its employees, agents, assigns, and subcontractors. Further, the Proposer shall make available for inspection and/or copying when requested, original data, records, and accounts relating to the Proposer's work and performance under this contract. In the event any such material is not held by the Proposer in its original form, a true copy shall be provided.

49. BID/PROPOSAL BOND

Each bidder will be required to furnish with their bid a Cashier's or Certified Check from any bank with in the State of Texas or an acceptable Bidder's Bond for the sum of 5% of the total highest bid payable to the County of Galveston. The certified check or bid bond will be returned to the unsuccessful bidder(s) and to the successful bidder on the completion of all contract documents and the furnishing of any necessary payment bonds and insurance certificates.

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The bid bond or check will be forfeited to the County as liquidated damages should the successful bidder fail to give the required payment and performance bonds and insurance certificates and execute the contract with the said County within thirty (30) days after receiving notice of acceptance of its bid.

50. PERFORMANCE AND PAYMENT BOND(S)

V.T.C.A., Government Code Chapter 2253, requires a Performance Bond (for contracts in the excess of \$100,000) and a Payment Bond (for contracts in excess of \$25,000), to be provided by the Contractor. Each bond required shall be equal to the total contract price and shall be issued by a satisfactory surety company. The bond(s) will remain in full force and effect until final completion and acceptance of the work.

The bond(s) are to be made payable to the County of Galveston. They shall be written on forms provided by the surety for public works projects in Texas. A surety licensed to do business in the state of Texas must execute the bond.

Bidders should familiarize themselves with the entire provisions of V.T.C.A., Chapter 2253 and the penalties provided for its violation before submitting their bid.

51. PROCUREMENT ETHICS

Galveston County is committed to the highest ethical standards. Therefore, it is a serious breach of the public trust to subvert the public purchasing process by directing purchases to certain favored vendors, or to tamper with the competitive bidding process, whether it's done for kickbacks, friendship or any other reason. Since misuse of the purchasing power of a local government carries criminal penalties, and many such misuses are from a lack of clear guidelines about what constitutes an abuse of office, the Code of Ethics outlined below must be strictly followed.

Galveston County also requires ethical conduct from those who do business with the county.

CODE OF ETHICS – Statement of Purchasing Policy

“Public employment is a public trust. It is the policy of Galveston County to promote and balance the objective of protecting the county’s integrity and the objective of facilitating the recruitment and retention of personnel needed by Galveston County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public office.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Galveston County procurement organization.

To achieve the purpose of the Article, it is essential that those doing business with Galveston County also observe the ethical standards prescribed here.”

General Ethical Standards

It shall be a breach of ethics to attempt to realize personal gain through public employment with Galveston County by any conduct inconsistent with the proper discharge of the employee’s duties.

It shall be a breach of ethics to attempt to influence any public employee of Galveston County to breach the standards of ethical conduct set forth in this code.

It shall be a breach of ethics for any employee of Galveston County to participate directly or indirectly in a procurement when the employee knows that:

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- The employee or any member of the employee's immediate family, has a financial interest pertaining to the procurement
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Gratuities

It shall be a breach of ethics to offer, give or agree to give any employee of Galveston County, or for any employee or former employee of Galveston County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.

Kickbacks

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Galveston County, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause

The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation by Galveston County.

Confidential Information

It shall be a breach of ethics for any employee or former employee of Galveston County to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

52. NOTICE

All notices or other communications required or permitted under this contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, transmitted by facsimile, or mailed certified mail, return receipt requested with proper postage affixed and addressed to the appropriate party at the following address or such other address as may be given in writing to the parties:

To the County at:

Hon. Mark A. Henry, County Judge
722 Moody
Second Floor
Galveston, Texas 77550
Fax: (409) 765-2653

With copies to:
Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
722 Moody, Fifth Floor
Galveston, Texas 77550
Fax: (409) 621-7987

Harvey Bazaman
Director of County Legal
722 Moody, Fifth Floor
Galveston, Texas 77550
Fax: (409) 770-5560



RFP#: B122034
OPEN: 10/16/2012
TIME: 2:00 PM

SPECIAL PROVISIONS ENTERPRISE FLEET COPIER MANAGEMENT & IMPLEMENTATION SERVICES GALVESTON COUNTY, TEXAS

DEFINITIONS

MFP = Multifunction Printer
OCR = Optical Character Recognition
P-Card = Procurement Card
FEIN = Federal Employer identification Number
RFP = Request for Proposal
CIQ Form = Conflict of Interest Questionnaire Form

PURPOSE

The County of Galveston is requesting proposals for comprehensive Master Contract covering Enterprise Fleet Management, Intelligent Scanning, Workflow Automation, Print Security, Managed Print / Copy Services, Sustainability Programs, Print Shop, and Fleet Copier / Printer Replacement. Each technology acquisition and service project awarded under this contract will be a separate Amendment to the Master Contract. The Amendment will clearly define the scope of the work, term, and pricing.

The intent of this request for proposal is to establish a Master Contract covering Enterprise Printer Fleet Management Services, Integration Services, Operational support, and Technical support and consulting services between the County of Galveston and a Vendor of Technology Services. Galveston County may contract with successful Vendor during the term of the Master Contract for specific Enterprise Printer Fleet Management Services, Integration Services, Operational support, and Technical support and consulting services through Amendments to the Master Contract that define the scope of work, terms, and pricing for the project.

The County's Information Technology Department will designate a Program Administrator that will manage work to be performed under the Master Contract Amendments, who for the purpose of this RFP is:

John Clarke
Information Technology Infrastructure & Applications Manager
722 Moody, 2nd Floor
Galveston, TX 77550
(409) 770-6200

The Galveston County Commissioners Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for individual projects through Amendments to Master Contract. All Master Contract Amendments will be processed in accordance with Galveston County Purchasing Policies. Master Contract Amendments will also be brought to the Galveston County Commissioners Court for approval as deemed necessary. The Master Contract amendment approval process serves to ensure the project technology and /or service is within the scope of the Master Contract, and that pricing meets the agreed to pricing methodology as specified in the Master Contract, and that funds are available.

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PROJECT TIME FRAME

The County anticipates final selection of a preferred Service Provider by October 30, 2012.

SCHEDULE OF EVENTS

The following is a schedule of events concerning the procurement process:

	<u>Date</u>
Distribution of RFP	September 6, 2012
Pre-proposal Conference & Site Visit	Wednesday, September 19, 2012 @ 2:00 p.m.
Deadline for questions regarding this proposal	Tuesday, September 25, 2012 @ 5:00 p.m.
RFP Opening	Tuesday, October 16, 2012 @ 2:00 p.m.

QUESTIONS

Questions must be submitted via email only to Rufus Crowder, CPPO, CPPB, Galveston County Purchasing Agent at rufus.crowder@co.galveston.tx.us.

SUBMISSION INSTRUCTIONS

One (1) original hardcopy, one (1) complete electronic version with all appendices, and nine (9) exact duplicate hard copies of the proposal must be submitted no later than **2:00 PM on October 16, 2012** to:

**Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550**

PRE-PROPOSAL CONFERENCE

A pre-proposal conference is scheduled for **2:00 p.m. on Wednesday, September 19, 2012** at the Galveston County Purchasing Department located in the Galveston County Courthouse, 722 Moody (21st Street), Fifth (5th) Floor, Galveston, Texas, 77550. **Attendance is not mandatory but strongly encouraged.**

PROPOSAL DUE DATE

Proposals must be received no later than 2:00 PM on October 16, 2012.

TERM

It is the intent of the County to award a contract for an initial term of a three (3) year period with the option to extend the contract on a year to year basis for up to two (2) additional one-year periods for a total of five (5) years.

SPECIAL PROVISIONS
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EVALUATION CRITERIA AND AWARD

The requested services will be awarded based on the evaluation criteria listed below. Proposers, please note that there are two (2) separate evaluation criteria sections.

Section 1 RFP, MFP Fleet Machine Types and Volumes based on proposers approach to the following criteria:

1. Proposer's response to the RFP, including monthly lease price and per click charges. The response should address all points in the proposal, be well organized, clear, and include all requested and supporting information. The response must be clearly state what is offered and what will be done. (30)
2. Equipment Ease of Use, Functionality, and Integration with County's Onbase Document Management System, and Active Directory. (10)
3. Service offering /customer satisfaction program covering performance and or replacement of defective equipment. (10)
4. User training upon implementation and on-going training throughout the term of the agreement. (10)
5. Support Services (10)
6. Enterprise Reporting (10)
7. Universal Print Driver (5)
8. Proposer's approach to assure delivery of all required services and any enhancements at no cost to the County. (5)
9. Proposer's overall experience. (5)
10. Reputation and services as demonstrated by same/similar projects, references and reference checks, and experience with government clients. (5)

Section 2 RFP, Print Center based on proposers approach to the following criteria:

1. Proposer's response to the RFP, including monthly lease price and per click charges. The response should address all points in the proposal, be well organized, clear, and include all requested and supporting information. The response must be clearly state what is offered and what will be done. (30)
2. User training, Advance Training, and helpdesk support for Print Shop personnel. (15)
3. Equipment eases of use, and functionality. (10)
4. Pre-Press / Job Submission (10)
5. Proposer's ability to provide Wide Format MFP V.S. Wide Format Scanner and WF Printer. (consolidation of hardware) (10)
6. Enterprise Reporting (10)
7. Proposer's approach to assure delivery of all required services and any enhancements at no cost to the County. (10)
8. Reputation and services as demonstrated by same/similar projects, references and reference checks, and experience with government clients. (5)

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BACKGROUND INFORMATION

COUNTY OF GALVESTON

The County of Galveston is a public corporation and political subdivision, organized and existing under the constitution and laws of the State of Texas. It was established on May 15, 1838, by an article approved by the President of the Republic of Texas, Sam Houston. It is located on the upper Texas coast of the Gulf of Mexico and comprises a land area of 430 square miles and a population that is approaching 300,000. The land area includes: Galveston Island (the "Island"), thirty-two miles long and situated two miles from the coast; a portion of the nearby mainland; and the Bolivar Peninsula, just northeast of the Island across the entrance to Galveston Bay.

The county seat is the City of Galveston, located on the northern end of the Island and covering slightly more than forty-seven square miles. The county has no legislative and only restricted administrative and judicial, powers. The Galveston County, Texas, Commissioners' Court is the county's governing body. The Commissioners' Court is elected by county voters for staggered four- year terms and comprises the County Judge (the presiding officer) and four County Commissioners. Each of the four commissioners represents one of the four geographical precincts into which the county is divided.

The County has approximately 1,200 (twelve hundred) employees and provides a full range of services with regard to public safety, health and social welfare, culture and recreation, conservation, and roads, bridges, and rights-of-way.

COUNTY WIDE DEPLOYMENT GOALS

The goal of the County is to seek qualified vendors to deliver managed print services in a scope of work that consists of management of fleet machines that are utilized within County departments. The County is interested in obtaining a solution that will offer the best valued solution to meet our organization needs to print, copy, scan, email, and also sends and receives faxes. Also, the County is interested in reducing the overall volume of printed materials, consolidating fleet, and lower cost for all County printers/ copiers. The County encourages continuation/improvement of best practices through consolidating printing, controlling the cost of printing and eliminating waste.

SPECIFICATIONS

DAMAGE

The risk of loss and damage to all equipment will remain the responsibility of the Contractor except for damage resulting from abuse by the County.

BIDDING AND REQUIRED DOCUMENTATION

All pricing should be based on the rental / lease of the equipment for a five (5) year term. **Items requested in Section 1 RFP and Section 2 RFP may result in a split award between two bidders.** Bidders may only present one (1) model per type / item line. In case where two (2) different items are bid for the same CPM ratings, both items will be rejected. Bidders must state in the price page the make and model of the equipment they intend to furnish for each type. Each bidder shall submit with their bid response, a brochure properly bound and labeled showing full illustrations, specifications, and supporting data sufficient in detail to permit evaluation without further reference on each and every line item offered. These cuts and specifications are to be arranged and labeled in numerical sequence, according to volume types and should include power (volts, amps, dedicated line) and a diagram of the electrical cord outlet/plug configuration. The cover of the brochure should contain: vendor's name; address; telephone number and solicitation number.

NEW EQUIPMENT ONLY

All equipment delivered shall be completely new (never used or remanufactured). Completely new shall mean that the MFP devices are only manufactured with new materials. Equipment offered that is used, refurbished, reconditioned, recovered, factory rebuilt, newly remanufactured, factory produced new model, or contains previously used components in whole or part shall not be considered.

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FUNCTIONALITY/EASE OF USE ASSESSMENT

Minimum of 5 units provided at no cost to the county for pre-deployment for testing. Functionality and ease of use assessment on equipment to be conducted by Galveston County employees specifically in the information technology department but not limited to them solely.

Decision and acceptance of functionality and ease of use assessment will be that of information technology dept solely.

Failure to provide functionality or ease of use issues can eliminate vendor from selection and render this contract null and void.

DELIVERY, SET-UP, INSTALLATION AND REMOVAL

Equipment placements ordered from this contract shall be installed within 30 days after the receipt of delivery order. There will be no installation charges. There will be no charge for relocation of MFP's. There will be no removal charge. Prices quoted should include delivery, uncrating, assembly, placement, equipment setup, installation, MFP configuration, and customer operation training. Contractor shall provide a Universal Driver to support all MFP's, enabling all features present / enabled on all devices.

Contractor will be required to configure all MFP's to connect with Active Directory, Exchange Address book, and network with supplied settings from Galveston County Information Technology Department.

Contractor is responsible for discarding all shipping, crating and packaging material.

MAINTENANCE

The Contractor must guarantee adequate maintenance on all machines under this contract. Adequate maintenance includes periodic, preventive service and prompt repair of malfunctioning and non-functioning equipment. The Contractor shall provide full maintenance during the rental period. This shall include all parts, including drums or masters, or like transfer materials and safety retrofits, labor, service and preventive maintenance. The cost of the maintenance shall be included in the monthly base charge and cost per copy and are not shown separately. The Contractor shall appear at the equipment location to repair within four (4) hours of telephone call advising of equipment failure. Normal working hours are defined as 8:00 AM – 5:00 PM., Monday – Friday excluding County Holidays.

County requires the contractor to provide emergency response on weekends and Holidays. County will provide notice 24 hours in advance when the situation allows.

All Technicians supplied by Contractor will be required to undergo a background check and file necessary paperwork with Sheriff's Office prior to gaining access to Criminal Justice locations or networks.

SUPPLIES

The provision of operation supplies is also included in this contract at no additional cost to the County. Staples are included in operating supplies for all MFP's with a stapler/finisher. Paper is excluded. There will be no charge for shipping and handling of normal operating supplies. All supplies are required to be new **NOT** used, refurbished, reconditioned, recovered, factory rebuilt, newly remanufactured. The County will provide a location for vendor to stock limited supplies such as toner, and replacement parts. Contractor shall proactively monitor supplies and ensure that machines are fully stocked at all times. Galveston County IT will also have access to the toner supplies and have the ability to replace toner.

MACHINE PERFORMANCE

The MFP's shall be required to operate satisfactorily and produce acceptable copy quality at a 98% effectiveness level during any month during the rental period. The effectiveness level for a MFP shall be computed by dividing the total productive time by the sum of that time plus the machine failure downtime. The MFP failure rate shall not average more than two (2) malfunctions / breakdowns per month, requiring Contractor corrections. Machines which develop a trend of requiring an excessive number of service calls will be reviewed for compliance with this provision and could be replaced at the option of the County. Failure of the Contractor to respond with corrective action to comply with this provision may be cause for a finding of default. Service calls will be counted in this timeframe due to machine malfunction only, not operator error.

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DEFECTIVE EQUIPMENT

In the event the equipment installed proves to be defective to the extent that an unreasonable number of service calls are required, as determined by the County, after consultation with the Contractor, the Contractor shall promptly remove and replace the defective equipment without additional cost to the County.

TRAINING PROGRAM

The Contractor shall provide materials and instructional personnel for the training and / or retraining of users for the equipment. This shall be performed within five (5) days after installation and prior to actual operation. If retraining and / or additional training is needed, Contractor will be required to provide this at no charge for the life of the contract (within reason). Contractor shall schedule training session at the convenience of the County.

INVOICES

Invoices must be itemized indicating all repairs and all parts used. Invoices must be submitted to:

**Galveston County Auditor's Office
Attn: Accounts Payable
P.O. Box 1418
Galveston, Texas 77553**

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

Vendor must accept purchase order numbers for specified supplies and equipment. Vendor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 3, item 12, Procurement Card Program. Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful vendor.

HARD DRIVES

Photocopiers, scanners, printers, and facsimile equipment that contain hard drives that have the capability to store data internally, will be required to provide overwrite capability with an option to return hard drives to the County for proper disposal at the end of life at no additional cost to the County.

REPORTS/ENTERPRISE FLEET MANAGEMENT

The Contractor(s) shall provide reports monthly on all MFP's rented to the County under this contract. This report is a requirement of the Contractors responsibility. Reports shall include the following information for each machine. Model, Serial Number, beginning and ending meter reads for each reporting period. It is preferred that the report be submitted in print and electronically in an Excel format to the Information Technology department in a monthly status update. Reports are due no later than the fifteenth (15th) day of the month following the end of each reporting period without exception. Failure to provide the required report information in the above specified format may be considered a breach of contract.

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The Contractor(s) shall provide an application to allow for the management of print output, and track cost for each department. Application MUST provide for Active Directory integration so as to utilize single sign-on authentication.
Key Requirements:

- Fleet Management accessible by County IT Departmental staff.
- Track usage by Department and User
- Track activity such as scan, fax, and print activity based on user log-in
- Configure print limits with email notification
- Provide capability for the use of proximity card readers for authentication at MFP
- Ability to pre-configure redirection of print jobs by size with predetermined limits and workflows.

NETWORK PRINTING COST

Each MFP shall copy, print, and scan, all of which shall be included in price. Scan capability to be black & white and color. The cost of network printing/connectivity shall include all physical components necessary to enable the MFP to become networked. All cost associated with network support, service, and maintenance shall also be included.

SCANNING AND WORKFLOW AUTOMATION

The Contractor must provide an application that will allow for the capture and secure delivery of paper and electronic documents into business applications. Smartsend is the current application Galveston County is using to perform this task.

Application proposed must integrate with OnBase document management system and Right Fax currently used by the County.

Key Requirements:

- OCR Text Recognition
- Security / Encryption
- Route to OnBase, Rightfax Server, Email / Exchange Server
- Audit trail at user level
- Secure access control
- Active Directory Authentication
- Convert scanned images to Excel, Word, PDF, PDF /A
- Conversion of scanned images into common storage formats including TIFF and JPEG
- The ability to automatically release and store images (hard copies) into assigned electronic folders/ repositories.

SECTION 1 RFP – MFP FLEET MACHINE TYPES AND VOLUMES

Appendix A - Multifunction Machines listed by TYPE.

Description: Appendix A includes a list of existing Multifunction devices arranged by TYPE. It includes basic features and requirements the County is currently utilizing in its Fleet.

Appendix B – Multifunction Machines listed by Location and Type.

Description: Appendix B breaks down the MFP Fleet by location. Each location is then broken down by Department. It also contains average monthly volumes over a year's time period. TYPE category is also noted and can be used in conjunction with Appendix A to formulate your bid.

SECTION 2 RFP - PRINT CENTER

Appendix C – Print Center / Wide Format Scanning

Description: Appendix C includes a list of existing Print shop equipment currently in use. It also includes Wide format scanners used by County Clerk's office.

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Print Center Requirements

This specification covers the requirements necessary for the Contractor to supply, deliver, install, test, and maintain Production Black & White, Color Printing, and Wide Format scanning for Galveston County.

All machines must be network capable.

Galveston County requires Contractor to provide training material, advanced training and phone support for Print Shop personnel for the duration of the contract.

Contractor must insure that all Production equipment is the most current production models and are new (not refurbished, reconditioned, or previously used).

Pre-Press / Job Submission requirements:

- Total Print Control, Input to Completion
- Automated Job Ticketing
- Accept Job files in any format
- Advanced Editing Make-Ready Capabilities; Imposition, Adding Sheets, Adding or Deleting Chapters, Edit objects, Place images in Position, Apply Raster Edits to Correct Images (deskew, despecle, bolden), use brush and pencil tools, draw colors – to include scanner & workstation for processing
- Preview layouts, add headers, insert pages, and tabs
- Preview thumbnail images – Online Proofing for Print Manager and Customers
- Print Queue Control
- Quote sheet generation to allow for charge back
- Job proofing with ability to send to customers as PDF
- Ability to output jobs to any production print device on the network
- Chart Job Progress, Visualize and Streamline workflow
- Ability to divide jobs for Color or B&W

Black & White Production requirements:

- Convert Xerox RDO files (proprietary) or assist in the rebuild of frequently used RDO files in a non-proprietary format.
- Four paper trays standard
- Carbonless Print
- Ability to provide Z fold and C fold
- Job Scheduling – schedule jobs up to 8 hours in advance
- One pass duplex
- Feeders to accept 50-300 GSM from each paper source
- DADF must hold 300 originals
- Finisher
 - Must staple minimum of 50 sheets
 - Provide for saddle stitch
 - 2/3 hole punch

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- Scan to file, usb, email, DocBox
- 100 CPM speed for reproduction
- Main paper trays MUST be vacuum fed, not friction fed

Color Production Requirements:

- Duplex Single Pass Document Feeder - 300 originals – 120 images per minute
- Four paper drawers standard
 - 52 -216 GSM minimum
- Bypass Tray
 - 52 – 300 GSM
- Paper deck
 - 3500 sheet capacity
 - 14lb bond
 - 110lb cover
- Booklet Finisher
 - 2/3 hole punch
- 10.4 SVGA full color control panel with tilt
- Minimum 60 ppm color
- Minimum 65 ppm black & white
- Data Erase Kit
- External Controller
 - Minimum 1GB RAM
 - 80 GB hard disk
 - Adobe PS3
 - Language support – PCL5C, PCL6

Wide Format MFP (2)

Currently the County has (2) Wide Format Scanners and (2) Wide Format Printers. The County would like the proposer to bid a Multifunction Device that will perform both Wide Format Scanning and Printing to meet the needs of the County. Wide Format MFPs are required and should meet the following characteristics:

- | | |
|---|-------------------------|
| ○ Type: | Monochrome Laser |
| ○ Speed: | 6 "D" Size per minute |
| ○ Paper (Rolls): | 2 Rolls |
| ○ Copy/Scan Interface: | Full Color Touch screen |
| ○ Enforceable Accounting: | Standard |
| ○ Cost Accounting Reporting: | Standard |
| ○ Auto Image De-skew: | Standard |
| ○ Cloud Copy/Print Functionality: | Standard |
| ○ Color Copy to 3 rd Party Device: | Standard |
| ○ Text / Image Stamps: | Standard |
| ○ Touch Screen Printing (USB): | Standard |
| ○ Window 7 Certified Print Driver: | Standard |
| ○ AutoCad 2011 Driver: | Standard |

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- Scan Resolution: 600 dpi
- Scan Formats Mono: PDF, TIFF, DWF, Multipage TIFF, PDF, & DWFCALS, CIT, TLC
- Scan Formats Color: TIFF, BMP, EPS, GIF, HP RTL, IFF, JPEG, JPEG 2000, PCX, PDF, PDF/A
- Set Scan Destinations: Unlimited to USB, SMB, FTP, Mailbox
- Scan to Cloud: Standard
- Scan to Email: Standard
- Zero Waste Toner System: Standard – No Waste Toner Receptacle

All machines must be network capable.

Appendix A

Features	Type I	Type II	Type III	Type IV	Type V
Existing Models:	Xerox WC 5030 / WCP 232	Xerox WCP245	Xerox WC 4150	Xerox WC 7345	Xerox WCP 265 / 275
Type:	Monochrome (Black)	Monochrome (Black)	Monochrome (Black)	Color MFP	Black & White
Print Speed: (page per minute)	20 to 32 ppm	32 to 45 ppm	32 to 45 ppm	45 ppm black, 35 ppm color	65 ppm to 75 ppm
Monthly Duty Cycle:	up to 125,000 images / month	up to 175,000 images / month	Up to 130,000 images/month	Up to 130,000 images/month	250,000 to 300,000 images / month
Document handler:	Duplex Automatic Document Feeder (75 Sheets)	75-sheet Duplex Automatic Document Handler (DADH) Up to 55 ipm (images per minute)	50-sheet Duplex Automatic Document Feeder standard on all models	75 sheet Duplex Automatic Document Feeder	75-sheet Duplex Automatic Document Feeder
Full Duplex:	Yes	Yes (1-1, 1-2, 2-2, 2-1)	Yes	yes	
Functionality:	Printing, Faxing, Copy, Emailing, and Intelligent Scanning & Workflow Automation (SmartSend, NSI Autostore ect...)	Printing, Faxing, Copy, Emailing, and Intelligent Scanning & Workflow Automation (SmartSend, NSI Autostore ect...)	Printing, Faxing, Copy, Emailing, and Intelligent Scanning & Workflow Automation (SmartSend, NSI Autostore ect...)	Printing, Faxing, Copy, Emailing, and Intelligent Scanning & Workflow Automation (SmartSend, NSI Autostore ect...)	Printing, Faxing, Copy, Emailing, and Intelligent Scanning & Workflow Automation (SmartSend, NSI Autostore ect...)
Scanning:	Must integrate with proposed Intelligent Scanning & Workflow Automation solution directly from the MFP Keypad	Must integrate with proposed Intelligent Scanning & Workflow Automation solution directly from the MFP Keypad	Must integrate with proposed Intelligent Scanning & Workflow Automation solution directly from the MFP Keypad	Must integrate with proposed Intelligent Scanning & Workflow Automation solution directly from the MFP Keypad	Must integrate with proposed Intelligent Scanning & Workflow Automation solution directly from the MFP Keypad
Copy Resolution:	Minimum of 600 x 600 x 8 bit input	Minimum of 600 x 600 x 8 bit input	Minimum of 600 x 600 x 8 bit input	Minimum 600 x 600 dpi	600 x 600 dpi x 8 bit input / 4800 x 1200 dpi interpolated output
Multiple Copies	1 to 9,999	1 to 9,999	1 to 9,999	1 to 9,999	1 to 9,999
Copy Features:	Multi up Invert image covers, Annotation and Bates stamping Build job, Inserts and Tab copying, Sample set and job storage, Heavy-Weight Paper	Multi up Invert image covers, Annotation and Bates stamping Build job, Inserts and Tab copying, Sample set and job storage, Heavy-Weight Paper	Automatic two-sided, Collation, Reduce/Enlarge, Book Copying, Mixed-Size Originals, Edge Erase, Booklet Creation, Covers, Transparency Separators, Multi-Up, ID Card Copy	2in1 Copying, Auto reduction/enlargement, Booklet creation, Color touch screen interface, Edge erase, ID Card Copy, image rotation, Image shift, Mirrored image, N-up, Negative image, Reduce / Enlarge, Repeat image, Scan once - print many, Stored job settings	Automatic 2-sided/duplex;Auto reduction and enlargement;Auto paper select;Auto tray switching;image quality enhancements;Transparencies;Booklet creation;Multi-up;Invert image;Covers;Annotation and Bates™ stamping;Build job;inserts and tab copying;Sample set and job storage;Heavy-weight paper
Print Processor	1.4GHz AMD Athlon or better	1.4GHz AMD Athlon or better	400 MHz	667 MHz	1.4 GHz AMD Athlon dedicated
Network Interface:	10/100/1000 Base-T, USB 1.1, 2.0, USB Host	Ethernet 10/100 Base-T, IEEE802.5 (Token ring) [via adapter], wireless ethernet (IEEE802.11a/b/g) [via third party adapter]	10/100/1000 Base-T, USB 1.1, 2.0, USB Host		Ethernet 10/100 Base-T, IEEE802.5 (Token ring) [via adapter]; wireless ethernet (IEEE802.11a/b/g) [via third party adapter]
Language Support:	PCL6, PCL5e, Postscript 3 emulation, LCDs, SCS, XES, and IPDS via third party transforms direct print TIFF, PDF	PCL6, PCL5e, Postscript 3 emulation, LCDs, SCS, XES, and IPDS via third party transforms; Direct print TIFF, PDF	PCL6, PCL5e, Postscript 3 emulation, LCDs, SCS, XES, and IPDS via third party transforms; Direct print TIFF, PDF	Adobe Postscript 3, TIFF, PCL5c, PDF 1.5, PCL 6, HP-GL2, XPS	PCL6, PCL5e, Postscript 3 emulation, LCDs, SCS, XES, and IPDS via third party transforms; Direct print TIFF, PDF
Print Resolution:	600 x 600 dpi or greater	600 x 600 dpi or greater	601 x 600 dpi or greater	1200 x 1200 dpi	Up to 1200 x 1200 interpolated dpi
Print Features:	Delay-, sample-, secure-, and store print; simultaneous rip, receive, program-ahead, queue processing and transmit; bi-directional print drivers; exception page programming; tab printing; embedded web server for remote control/monitor/setup; job monitoring at device and at desktop	Delay-, sample-, secure-, and store print; simultaneous rip, receive, program-ahead, queue processing and transmit; bi-directional print drivers; exception page programming; tab printing; embedded web server for remote control/monitor/setup; job monitoring at device and at desktop	Automatic two-sided, Watermark, Secure print, Delayed print, Sample set, Cover selection, Paper selection by attribute, Toner saver, N-Up, Mirror image, Negative image, Image rotation, Saved settings, Booklet creation, Fit to new paper size, Collation	Print Calibration, Secure print, Delay print (specific time); Sample set; Booklet creation; Cover selection; Paper selection by attribute; N-up; Saddle-stitch booklet making (requires Professional Finisher); Hole Punch (requires Professional Finisher or Advanced Office Finisher); Booklet Fold / V Folding (requires Professional Finisher); watermark; Fit to new paper size; Transparency Separators; Banner sheet enable/disable; Output tray selection; image quality: High Speed (600 x 600 x 1), High Quality (600 x 600 x 8), High Resolution (1200 x 1200 x 1); Draft mode; Store and recall driver settings; Reduce/enlarge; Mirror image; Margins, Bi-Directional	Delay-, sample-, secure-, and store print; simultaneous rip, receive, program-ahead, queue processing and transmit; bi-directional print drivers; exception page programming; tab printing; embedded web server for remote control/monitor/setup; job monitoring at device and at desktop
FAX:	Must integrate with Galveston County RightFax Server Directly from MFP Key Pad	Must integrate with Galveston County RightFax Server Directly from MFP Key Pad	Must integrate with Galveston County RightFax Server Directly from MFP Key Pad	Must integrate with Galveston County RightFax Server Directly from MFP Key Pad	Must integrate with Galveston County RightFax Server Directly from MFP Key Pad
Input Paper Capacity	100-sheet Bypass Tray; Two 550-sheet user-adjustable front loading Paper Trays; Optional 3,600-sheet High Capacity Paper Trays (1,600- and 2,000-sheet drawers); Total up to 4,800 sheets (All machines require 4 paper trays)	100-sheet Bypass Tray; Two 550-sheet user-adjustable front loading Paper Trays; Optional 3,600-sheet High Capacity Paper Trays (1,600- and 2,000-sheet drawers); Total up to 4,800 sheets (All machines require 4 paper trays)	Bypass Tray: 100 sheets; Tray 1, 2, 3, 4: 500 sheets each; Duplex Automatic Document Feeder: 50 sheets; (4) Machines require (4) paper trays each	Duplex Automatic Document Feeder-Capacity 75 sheets (based on 80 gsm paper); Bypass Tray- 100 sheets compactly; Input Tray Options - Three Tray Option (Tray One and Two plus Two Tray Module) (All machines require 4 paper trays)	100-sheet Bypass Tray; Two 550-sheet user-adjustable front loading Paper Trays; 3,600-sheet High Capacity Paper Trays (1,600- and 2,000-sheet drawers); Total up to 4,800 sheets (All machines require 4 paper trays)
Non Standard Paper Size				Ledger	Ledger
Finishing Options:	Stapling 3-hole punch (Requirement of 10 machines)	Stapling N/A	Stapling N/A	Stapling N/A	Stapling N/A
Avg Monthly Volume across existing machines Min / Max	4,338 / 15,000	9,511 / 17,000	1,972 / 6,000	3,003 / 8,000	17,790 / 28,000
Total Type Requested	55	9	11	13	16

Appendix B

<i>Locations</i>	<i>Address</i>	<i>Departments</i>	<i>Floor</i>	<i>Current Model</i>	<i>AVG Monthly Volume</i>	<i>Type I</i>	<i>Type II</i>	<i>Type III</i>	<i>Type IV</i>	<i>Type V</i>
Justice Center	600 59th Street Galveston	10th District Court	3rd	WC 5030	1,981	1				
		122nd District Court	3rd	WC 5030	2,448	1				
		212th District Court	4th	WC 5030	4,170	1				
		306th District Court	3rd	WC 5030	5,727	1				
		405th District Court	4th	WC 5030	2,386	1				
		56th District Court	4th	WC 5030	3,289	1				
		Child Protective- JC Judges Office	1st	WCP 232	2,818	1				
		County Clerk	2nd	WCP 232	8,333	1				
		County Clerk	2nd	WCP 265	14,510					
		County Clerk	1st	WCP 245	5,680		1			
		County Clerk 2nd fl	2nd	WCP 232	8,364	1				
		County Clerk - Elections	3rd	WC 5030		1				
		County Clerk- Land and Property	1st	WC 4150				1		
		County Court #1	2nd	WC 5030	3,806	1				
		County Court #2	2nd	WC 5030	5,435	1				
		County Court #3	2nd	WC 5030	4,098	1				
		District Attorney- Misd	1st	WCP 232	21,591	1				
		District Attorney	1st	WCP 265	14,041					1
		District Attorney - Criminal	1st	WCP 265	27,574					1
		District Attorney - Grand Jury	1st	WC 7345	12,922				1	
		District Attorney - Discovery	1st	WC 4250				1		
		District Attorney - Victim Assistance	1st	WC 4150	5,279			1		

<i>Locations</i>	<i>Address</i>	<i>Departments</i>	<i>Floor</i>	<i>Current Model</i>	<i>AVG Monthly Volume</i>	<i>Type I</i>	<i>Type II</i>	<i>Type III</i>	<i>Type IV</i>	<i>Type V</i>
Justice Center continued		District Attorney - Appellate	1st	WC 7345					1	
		District Clerk	4th	WC 4150	3,369			1		
		District Clerk	4th	WC 4150	2,003			1		
		District Clerk - Civil	3rd	WCP 265	20,100					1
		District Clerk - Civil	3rd	WCP 275	24,975					1
		District Clerk - Family	1st	WCP 245	12,369		1			
		District Clerk - Family	1st	WCP 275	23,555					1
		Justice Admin	4th	WC 5030	3,017	1				
		Law Libraray	1st	WC 5030	8,607	1				
		Pre-Trial Hall-way	1st	WCP 232	7,480	1				
		Probate Court	2nd	WC 5030	3,261	1				
Location Totals:	32					18	2	5	2	5
Court House	722 Moody	Auditor	4th	WCP 265	12,270					1
		Auditor RM#350	4th	WCP 275	18,880					1
		CDBG		WC 5030	6,889	1				
		Comm Pct #1 Dole	1st	WC 4150	1,295			1		
		Community Svs.	5th	WC 5030	3,953	1				
		County Judge	2nd	WC 7345	3,000				1	
		Engineering	1st	WC 7345	6,897				1	
		HR	3rd	WC 7345	5031b/2717c				1	
		IT Admin	2nd	WC 7345	1920b/2447c				1	
		IT Infrastructure	2nd	WC 5030		1				
		Legal Dept.	5th	WCP 245	11,892		1			
		Maintenance	6th	WC 5030	6,513	1				
		Professional Svc	3rd	WCP 7345	18,734				1	
		Purchasing	5th	WCP 265	8,759					1
		Tax Office	2nd	WCP 232	6,444	1				
		Tax Office	2nd	WCP 265	17,870					1
		Tax Office - Motor Vehicles	1st	WCP 245	12,000		1			

Location	Address	Departments	Floor	Current Model	AVG Monthly Volume	Type I	Type II	Type III	Type IV	Type V
		Treasurer	4th	WCP 265	13,561					1
Location Totals:	18					5	2	1	5	5
Law Enforcement BLDG	601 54th Street	SO Admin - Jen Olvera	1st	WCP 232	4,890	1				
		SO Admin - Linda Cone	2nd	WC 5030	1,721	1				
		SO CID	2nd	WCP 232	6,082	1				
		SO Mental Health	1st	WC 5030	1,450	1				
		SO Patrol	1st	WC 5030	4,663	1				
		SO Warrants	1st	WC 4150	1,360			1		
		SO Warrants - Buffy	1st	WCP 232	2,926	1				
		SO-ID	1st	WC 7345	2558b/1849c				1	
		SO-Training	1st	WC 7345	2410b/1002c				1	
Location Totals:	9					6	0	1	2	0
SO - Jail		SO-Admin - R.Paulk	1st	WCP 232	5,808	1				
		SO-Admin S-Jail	1st	WCP 245	5,238		1			
		SO-Booking	1st	WCP 265	19,902					1
		SO-Classification	1st	WCP 245	13,906		1			
		SO Jail - Courtroom	1st	WC 4150	1,691			1		
		SO Law Library	1st	WC 5030	6,646	1				
Location Totals:	6					2	2	1	0	1
Moody Plaza	123 Rosenberg	Adult Probation	4th	WC 5030	6,550	1				
		Adult Probation	4th	WCP 265	7,991					1
		Museum District	4th	WC 7345	743				1	
		Social Service - Moody	4th	WCP 232		1				
		Community Svs	5th	WC 5030	1,850	1				
Location Totals:	5					3	0	0	1	1

Location	Address	Departments	Floor	Current Model	AVG Monthly Volume	Type I	Type II	Type III	Type IV	Type V
Parks (Carbide Park)	4102 FM 519 Lamarque, Texas	Agricultural Extension Svc	1st	WC 7345	13774b/24558c				1	
		Parks - Lamarque	1st	WCP 232	5,718	1				
		Senior Center	1st	WCP 265	6,974					1
Location Totals:	3					1	0	0	1	1
Sam Popovitch Annex		Constable Pct # 1	1st	WC 5030	459	1				
		Constable Pct # 2	1st	WC 5030	750	1				
		J.P Pct # 1	1st	WC 5030	1,454	1				
		J.P Pct # 2	1st	WC 5030	1,777	1				
Location Totals:	4					4	0	0	0	0
Mid County Annex	9850 Emmett F. Lowry Expressway Texas City, TX	Comm Pct #3	1st	WC 5030	3,215	1				
		Veterans Dept.	1st	WC 4150	3,632			1		
Location Totals:	2					1	0	1	0	0
Texas City Annex	2516 Texas Ave Texas City, TX	J.P. Pct # 5	1st	WC 5030	8,851	1				
		J.P. Pct # 5	1st	WC 5030	3,967	1				
		Social Services	1st	WC 5030	4,136	1				
		Adult Probation	1st	WC 5030	4,000	1				
		Tax Office	1st	WC 5030	4,758	1				
Location Totals:	5					5	0	0	0	0
League City Annex	174 Calder Road League City, TX	Comm Pct # 4 Clark	1st	WC 5030	2,280	1				
		J.P. Pct #8	1st	WCP 245	8,297		1			
		District Clerk	1st	WC 5030	4,238	1				

Location	Address	Departments	Floor	Current Model	AVG Monthly Volume	Type I	Type II	Type III	Type IV	Type V
League City Annex		Tax Office	1st	WCP 245	8,636		1			
Location Totals:	4					2	2	0	0	0
Juvenile Justice Center	6101 Attwater Texas City, TX	Juvenile Justice Leda	1st	WCP 275	25,659					1
		Juvenile Justice - Trailer	1st	WCP 232	4,213	1				
		Juvenile Justice - Intake	1st	WCP 265	15,253					1
Location Totals:	3					1	0	0	0	2
West County Annex	11730 HWY 6 Santa Fe, TX	J.P. Pct #4 Santa Fe	1st	WCP 245	4,364		1			
		Tax Office Santa Fe	1st	WC 5030	4,862	1				
Location Totals:	2					1	1	0	0	0
Emergency Management Facility	1353 FM 646 Dickinson, TX	E.M.O.	2nd	WCP 265	5,872					1
		E.M.O.	2nd	WC 7345	1,878				1	
Location Totals:	2					0	0	0	1	1
Baycliff Annex	4500 10th St Bacliff, TX	Constable Pct # 7	1st	WC 5030	3,267	1				
		J.P. Pct # 7	1st	WC 5030	4,627	1				
Location Totals:	2					2	0	0	0	0
Road & Bridge	5115 HWY 3	Mosquito Control	1st	WC 5030	2,223	1				
		Road & Bridge	1st	WC 7345	5,730				1	
Location Totals:	2					1	0	0	1	0
Lamarque Annex	203 Vauthier	Constable Pct # 3	1st	WC 4150	1,855			1		
		J.P. Pct # 3	1st	WC 5030	5,899	1				
Location Totals:	2					1	0	1	0	0

Location	Address	Departments	Floor	Current Model	AVG Monthly Volume	Type I	Type II	Type III	Type IV	Type V
Bolivar / Crystal Beach Annex	946 Nobel Carl Rd Crystal Beach, TX	J.P. Pct # 6	1st	WC 5030	4,910	1				
		SO Bolivar Sub Station	2nd	WC 4150	599			1		
Location Totals:	2					1	0	1	0	0
MFP Totals:	104			Total By Type		55	9	11	13	16

Appendix C - Print Center

Locations	Address	Departments	Floor	Current Model	AVG Monthly Volume	PPM	Requirements / Details
Court House	722 Moody Galveston, TX	Information Technology	2nd	Nuvera 120 EA	122,400	120	Carbonless print, Z fold and C fold, One pass duplex, 50-250 GSM from each paper source, Finisher must staple 50 page minimum, Saddle stitch and 2/3 hole punch, Scan to file - USB - Email, document feeder must have document scan capability (DADF). Main paper trays be air feed assisted, not friction fed solely.
		Information Technology	2nd	DC 252	3,974b/ 22306c	60	Duplexing Single Pass Document feeder - 100-120 per minute, Booklet and 2/3 hole punch finisher, 10.4 SVGA full color control panel with tilt, Minimum 60 ppm color and 65 ppm black and white
		Information Technology	2nd	Wide Format Printer 510	N/A	N/A	See requirements listed in RFP Doc
		Information Technology	2nd	Freeflow Scanner 665	N/A	N/A	See requirements listed in RFP Doc
		Information Technology	2nd	Wide Format Scanner			See requirements listed in RFP Doc
Locations	Address	Departments	Floor	Current Model	AVG Monthly Volume	PPM	Requirements / Details
Justice Center	600 59th Street Galveston, TX	County Clerk	2nd	UNIVScan Wide Format Scanner	N/A	N/A	See requirements listed in RFP Doc
		County Clerk	2nd	Wide Format Printer 510	N/A	N/A	See requirements listed in RFP Doc
		Print Center - Justice	1st	WC 3545	3,414	45b/35c	See requirements listed in RFP Doc

Proposed Fleet Model Comparison (Appendix A - Responses)

Features	Type I	Type II	Type III	Type IV	Type V
Existing Models:	Xerox WC 5030 / WCP 232	Xerox WCP245	Xerox WC 4150	Xerox WC 7345	Xerox WCP 265 / 275
Proposed Model:					
Type:	Monochrome (Black)	Monochrome (Black)	Monochrome (Black)	Color MFP	Black & White
Print Speed: (page per minute)					
Monthly Duty Cycle:					
Document handler:					
Full Duplex:					
Functionality:					
Scanning:					
Copy Resolution:					
Multiple Copies					
Copy Features:					
Print Processor					
Network Interface:					
Language Support:					
Print Resolution:					
Print Features:					
FAX:					
Input Paper Capacity					
Costs:	Base	Base	Base	Base	Base
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Overages costs:				Color \$ _____	
	Black & White \$ _____	Black & White \$ _____	Black & White \$ _____	Black & White \$ _____	Black & White \$ _____
Optional Assessories					
a) Additional paper trays:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b) Stapling:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c) 3 hole punch:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

RFP#: B122034
OPEN: 10/16/2012
TIME: 2:00 PM

**ENTERPRISE FLEET COPIER MANAGEMENT
& IMPLEMENTATION SERVICES
GALVESTON COUNTY, TEXAS**

PROPOSAL FORM

THE FIRM OF: _____

Address: _____

FEIN (TAX ID): _____

The following shall be returned with your proposal. Failure to do so may be ample cause for rejection of proposal as non responsive. It is the responsibility of the Proposer to ensure that Proposer has received all addenda.

Items:

1. References (if required)

2. Addenda, if any

3. One (1) original and eight (8) copies of submittal

4. Proposal Form

5. Vendor Qualification packet

6. Payment Terms:

Confirmed (X):

#1 _____ #2 _____ #3 _____ #4 _____

_____ net 30 _____ Other

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

**ENTERPRISE FLEET COPIER MANAGEMENT
& IMPLEMENTATION SERVICES
GALVESTON COUNTY, TEXAS**

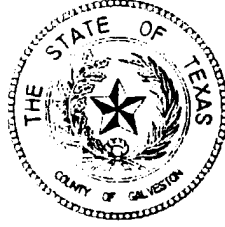
PROPOSAL FORM

References:

Please submit at least three (3) public references including name of organization, the name and title of a contact person and telephone number for contact person, and a brief description of the food related services provided.

1. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____
Description _____
2. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____
Description _____
3. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____
Description _____

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County of Galveston Purchasing Department Vendor Qualification Packet

(rev. 1.2, January 27, 2012)

All interested parties seeking consideration for qualified vendor status with the County of Galveston should complete and return only the following attached forms to:

Galveston County Purchasing Department
722 Moody Avenue, (21st Street), 5th Floor
Galveston, Texas 77550
(409) 770-5371 office
(409) 621-7987 fax

- Form PEID:** Person /Entity Information Data
- Form W-9:** Request for Taxpayer Identification Number and Certification
(please note that the included form may not be the latest revised form issued by the Internal Revenue Service. Please check the IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> for the latest revision of this form.)
- Form CIQ:** Conflict of Interest Questionnaire
(please note that the included form may not be the latest revised form issued by the State of Texas Ethics Commission. Please check the Texas Ethics Commission website at for the latest revision of this form. Please note that Galveston County Purchasing Agent is not responsible for the filing of this form with the Galveston County Clerk per instructions of the State of Texas Ethics Commission).

Certificate(s) of Insurance: **If the person or entity seeking qualified vendor status with the County will be performing work at or on any County owned facility and/or property, Certificate(s) of Insurance are required to be submitted prior to performing any work.**

Insurance requirements are as follows:

Public Liability and Property Damage Insurance:

Successful vendor agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of services rendered by vendor. Vendor shall at its own expense be required to carry the following minimum insurance coverages:

- For damages arising out of bodily injury to or death of one person in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – three hundred thousand and no/100 dollars (\$300,000.00); and
- For injury to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00).

This insurance shall be either on an occurrence basis or on a claims made basis. Provided however, that if the coverage is on a claims made basis, then the vendor shall be required to purchase, at the termination of this agreement, tail coverage for the County for the period of the County's relationship with the vendor under this agreement. Such coverage shall be in the amounts set forth in subparagraphs (1), (2), and (3) above.

Worker's Compensation Insurance:

Successful vendor shall also carry in full force Workers' Compensation Insurance policy(ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the vendor. Current insurance certificates certifying that such policies as specified above are in full force and effect shall be furnished by the vendor to the County.

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall be notified of any changes to the policy(ies) during the contractual period.

Insurance is to be placed with insurers having a Best rating of no less than A. The vendor shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The vendor shall be required to submit annual renewals for the term of any contractual agreement, purchase order or term contract, with Galveston County prior to expiration of any policy.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity.

The County agrees to provide vendor with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Vendor shall have the right to defend any such claim, demand, or cause of action at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the vendor.

In no event shall the County be liable for any damage to or destruction of any property belonging to the vendor unless specified in writing and agreed upon by both parties.

Procurement Policy - Special Note:

Understand that it is, according to Texas Local Government Code, Section 262.011, Purchasing Agents, subsections (d), (e), and (f), the sole responsibility of the Purchasing Agent to supervise all procurement transactions.

Therefore, be advised that all procurement transactions require proper authorization in the form of a Galveston County purchase order from the Purchasing Agent's office prior to commitment to deliver supplies, materials, equipment, including contracts for repair, service, and maintenance agreements. Any commitments made without proper authorization from the Purchasing Agent's office, pending Commissioners' Court approval, may become the sole responsibility of the individual making the commitment including the obligation of payment.

Code of Ethics - Statement of Purchasing Policy:

Public employment is a public trust. It is the policy of Galveston County to promote and balance the objective of protecting the County's integrity and the objective of facilitating the recruitment and

retention of personnel needed by Galveston County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public office.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Galveston County procurement organization.

To achieve the purpose of these instructions, it is essential that those doing business with Galveston County also observe the ethical standards prescribed here.

General Ethical Standards: It shall be a breach of ethics to attempt to realize personal gain through public employment with Galveston County by any conduct inconsistent with the proper discharge of the employee's duties.

It shall be a breach of ethics to attempt to influence any public employee of Galveston County to breach the standards of ethical conduct set forth in this code.

It shall be a breach of ethics for any employee of Galveston County to participate directly or indirectly in procurement when the employee knows that:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Gratuities: It shall be a breach of ethics to offer, give or agree to give any employee of Galveston County, or for any employee or former employee of Galveston County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.

Kickbacks: It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Galveston County, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause: The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation by Galveston County.

Confidential Information: It shall be a breach of ethics for any employee or former employee of Galveston County to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Questions/Concerns:

If you have any questions or concerns regarding the information or instructions contained within this packet, please contact any member of the Purchasing Department staff at (409) 770-5371.

CONFLICT OF INTEREST DISCLOSURE REPORTING

Proposer may be required under Chapter 176 of the Texas Local Government Code to complete and file a conflict of interest questionnaire (CIQ Form). If so, the completed CIQ Form must be filed with the County Clerk of Galveston County, Texas.

If Proposer has an employment or other business relationship with an officer of Galveston County or with a family member of an officer of Galveston County that results in the officer or family member of the officer receiving taxable income that exceeds \$2,500.00 during the preceding 12-month period, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

If Proposer has given an officer of Galveston County or a family member of an officer of Galveston County one or more gifts with an aggregate value of more than \$250.00 during the preceding 12-months, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

The Galveston County Clerk has offices at the following locations:

Galveston County Clerk
Galveston County Justice Center, Suite 2001
600 59th Street
Galveston, Texas 77551

Galveston County Clerk
North County Annex, 1st Floor
174 Calder Road
League City, Texas 77573

Again, if Proposer is required to file a CIQ Form, the original completed form is filed with the Galveston County Clerk (not the Purchasing Agent).

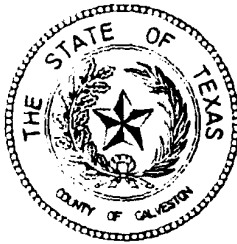
For Proposer's convenience, a blank CIQ Form is enclosed with this proposal. Blank CIQ Forms may also be obtained by visiting the Galveston County Clerk's website and/or the Purchasing Agent's website – both of these web sites are linked to the Galveston County homepage, at <http://www.co.galveston.tx.us>.

As well, blank CIQ Forms may be obtained by visiting the Texas Ethics Commission website, specifically at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

Chapter 176 specifies deadlines for the filing of CIQ Forms (both initial filings and updated filings).

It is Proposer's sole responsibility to file a true and complete CIQ Form with the Galveston County Clerk if Proposer is required to file by the requirements of Chapter 176. Proposer is advised that it is an offense to fail to comply with the disclosure reporting requirements dictated under Chapter 176 of the Texas Local Government Code.

If you have questions about compliance with Chapter 176, please consult your own legal counsel. Compliance is the individual responsibility of each person, business, and agent who is subject to Chapter 176 of the Texas Local Government Code.



COUNTY of GALVESTON
Purchasing Department

rev. 1.3, March 29, 2010

FORM PEID:

Request for Person-Entity Identification Data

Instructions: Please type or print clearly when completing sections 1 thru 4 and return completed form to:

Galveston County Purchasing Agent
722 Moody Avenue (21st. Street), 5th Floor
Galveston, Texas 77550
(409) 770-5371 office
(409) 621-7987 fax

1.	Business Name:			
	Attention Line:			
2.	Physical Address:			
	City:		State:	Zip+4:
3.	Billing / Remit Address:			
	City:		State:	Zip+4
4.	Main Contact Person:			
	Main Phone Number:			
	Fax Number:			
	E-mail Address:			

Areas below are for County use only.

Requested By:	Phone / Ext. #	
Department:	Date:	
Action Requested - Check One:	IFAS PEID Vendor Number:	
<input type="checkbox"/> Add New	<input type="checkbox"/> Change Data	<input type="checkbox"/> Re-activate
<input type="checkbox"/> Inactivate	<input type="checkbox"/> Employee	<input type="checkbox"/> Attorney
<input type="checkbox"/> Landlord	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Refund
<input type="checkbox"/> One Time	<input type="checkbox"/> Foster Child	

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner ³
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.**2** ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship._____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4_____
Signature of person doing business with the governmental entity_____
Date



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

October 2, 2012

RE: ADDENDUM #1
RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

To All Prospective Bidders,

The following information is being provided to aid in preparation of your bid submittal(s):

As a reminder, all questions regarding this qualification must be submitted in writing to:

Rufus G. Crowder, CPPO, CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

Question #1: On page 16, the term for the agreement is listed at 3 years, with the option to extend for two additional years. However, on page 18, the preferred term is listed simply as 5 years. Can you please clarify the Counties' preferred term for the contract?

Response: In both cases the County is requesting the rental price be figured on a 5 year term. The County wants the options at 3 years to move on if the product or support does not meet the County's needs.

Question #2: There does not appear to be a pricing sheet for the print shop solution, similar to the sheet in Appendix C for the fleet (Proposed Fleet Model Comparison). Do you plan to include such a sheet in an addendum?

Response: The Pricing Sheet for Print Center was left out by mistake. It was a second page of an Excel workbook. See Attached File.

Question #3: Does the scanning and workflow automation application detailed on page 21 need to be included on all fleet units?

Response: Yes, it should be included and configured on all fleet units and shall be included in the training for end users.

Question #4: Does the County want/require/prefer pricing based on a state or national co-op agreement?

Response: The County is interested in the lowest price possible. Pricing based on co-op agreements are not required but may be acceptable.

Question #5: If we look at a scenario where we offer an RFP Response utilizing a State Contract or Cooperative - These procurement contracts/vehicles are already bonded by our company. For vendors that wish to bid from a State Contract, will Galveston County be willing to waive this bid bond requirement?

Response: The County will adhere to the provisions of the Cooperative Agreement if chosen.

Question #6: Under the Type I System Finishing requirements, it is shown that 10 units require 3-Hole punch.

Can you identify those 10 units by Department, so we may configure and show assigned costs appropriately?

Response: County Court #1, County Court #2, County Court #3, 56th District Court, 405th District Court, 306th District Court, 212th District Court, 122nd District Court, 10th District Court, and Probate Court.

Question #7: What type of documents were being produced from the Wide Format and the Volume associated with the Wide Format in both locations.

Response: Engineering and architectural plans, gun targets, flow charts, network maps, black and white, etc.

Question #8: How many users will have access to the printers?

Response: Access fluctuates depending on departmental size. The county employs over 1,200 individuals.

Question #9: What is the Yearly Scan Volume?

Response: Including Smartsend, Rightfax, and email, estimated roughly 1,020,000 annually, 85,000 monthly (fluctuations may be 20% higher or lower)

Question #10: How many units on the Mainland and on the Island?

Response: Thirty-one (31) mainland (Including Bolivar), seventy-three (73) on island = 104 total units.

Question #11: On page 2 the RFP states that no proposal may be withdrawn for a period of 60 days of proposal opening date and on page 5 the RFP states that notice of award will be made within 90 days of proposal opening date. Can you please clarify this statement?

Response: Submittals may not be withdrawn for sixty (60) days. Award may be made within ninety (90) days depending upon Commissioners Court action. After the sixty (60) day period, vendors may be asked to extend their proposal submissions to allow time to make a decision.

Question #12: Does Galveston County foresee the average monthly volumes provided in the RFP to remain the same or do you project them to increase over the next five years? And at what percentage would you project the year over year increase to be?

Response: Galveston county print volumes are fairly consistent, however, they may fluctuate greatly during periods of elections and can also do so by resultant changing of department heads and said elected officials. Printing volumes may decrease slightly due to other processes however should not differ greatly.

Question #13: Is Galveston County requiring Saddle Stitch / Booklet Finishers to be proposed on any of the fleet devices?

Response: Not on fleet devices only print center production equipment

Question #14: On page 18 of the RFP under Bidding & Required Documentation, it states "Bidders may only present one (1) model per type / item line. In case where two (2) different items are bid for the same CPM rating, both items will be rejected." Can we propose two separate pages (i.e.: Option 1 & Option 2) or is it the County's intent to receive only one (1) proposed page? Can you please clarify this statement?

Response: Option 1 and option 2 are acceptable responses.

Question #15: What date is Galveston County going to award this bid?

Response: The RFP opening is October 16, 2012. The award will depend upon review and approval of the Galveston County Commissioner's Court.

Question #16: By what date do all of the devices need to be installed?

Response: All devices need to be deployed by December 1, 2012 and training completed before December 19, 2012.

Question #17: The front cover of the RFP and Page 1 require 1 original and 8 copies by 2pm but page 16 requires one original, one electronic version and 9 copies no later than 2pm. How many copies of the bid response and in what format do you require? Can you clarify the time in which the proposals are due?

Response: Please provide the one (1) original, eight (8) copies and one (1) electronic version. Proposals are due by 2:00 p.m. as specifically notated in the Special Provisions section, page 16, Submission Instructions.

Question #18: Page 5, paragraph 17 "Notice of contract award will be made within ninety (90) days of opening of proposals to the lowest responsive and responsible contractor..." Page 16 first paragraph "The County anticipates final selection of a preferred Service Provider by October 30, 2012. Please clarify the date in which the County will be making an award. How quickly will the County issue a purchase order and expect implementation?"

Response: The RFP opening is October 16, 2012. The award will depend upon review and approval of the Galveston County Commissioner's Court.
All devices need to be deployed by December 1, 2013 and training completed before December 19, 2013.

Question #19: Page 7, Paragraph 23. Termination for Convenience: Can you clarify "termination for convenience"? Please describe scenarios where you would exercise this option.

Response: The Termination for Convenience clause is meant as stated. An example would be severe breach of contractual obligation resulting in a loss to the county taxpayer.

Question #20: Page 16, TERM; Does the County want a 3 year or 5 year term?

Response: 36 month with two (2) optional 12 month contract extensions. Pricing is to be based upon five (5) year model.

Question #21: Page 17, Section 2 RFP, Print Center. #2 requests user training, Advance Training, and helpdesk support for Print Shop personnel. Is Helpdesk support only needed for the Print Center and not for the fleet machines?

Response: Support is needed for the Print center and fleet.

Question #22: Page 17, Section 1 RFP, MFP Fleet Machine Type #5. Support Services; Can the County elaborate on what the expectations are for "Support Services" mentioned in the bid?

Response: Standard support services including ability to keep parts on site, response times, technician training or certification programs, etc.

Question#23: Page 17, Section 1 RFP, MFP Fleet Machine Type #5. Enterprise Reporting; Can the County elaborate on what the expectations are for "Enterprise Reporting" mentioned in the bid?

Response: The ability to run reports on fleet volumes, performance, etc. and associated tools provided.

Question #24: Page 18 BIDDING AND REQUIRED DOCUMENTATION; Is the County asking for rental and lease pricing?

Response: The County is not interested in owning the equipment at the end of the term. The County intent is on getting the best price available whether it's a rental or lease.

Question #25: Page 19 - SUPPLIES "Contractor shall proactively monitor supplies and ensure that machines are fully stocked at all times." What is the County's expectation for supply replenishment? Does the County require supplies to arrive as needed without end users having to place an order? Is it the intent of the County to have the contractor provide onsite labor to fulfill this supply replenishment task?

Response: Vendor is expected maintain a small storage of parts toner and supplies on site for county technicians to deploy and to monitor and ship toner and supplies as needed or as stock is depleted. No onsite personnel are expected however service windows and SLA's for response times will be required

**Question #26: Page 21 MFD Accounting Requirement; For MFD Accounting Requirement: - How many users
- What proximity card type (Manufacturer and Version)**

Response: The County uses HID badge access cards provided by Schneider Electric

- What do you mean by "Fleet Management accessible by County IT Departmental Staff"?

Response: The county technicians will have the right to certain management and maintenance for the fleet.

Do you require jobs to be certain sizes and then moved to the Print Center or to other office products and will there be costs associated with the workflow? Will you have the users make the decisions or will it be automatically moved to a designated device?

Response: Jobs over a certain size should "prompt" the user to a suggested alternate site, i.e. print center. Users should make the decision.

Please clarify ability to pre-configure redirection for print jobs by size with predetermined limits and workflows.

Response: Galveston County technicians ability to alter and switch from the manual job redirect to automatic. Their ability to remotely or locally manage the setting for these on fleet devices

Question #27: Page 21 SCANNING AND WORKFLOW AUTOMATION; What are the business applications currently accepting files from Smartsend? Does Smartsend application meet the County's requirements and what features do you use? Are you scanning to a server straight from the MFD and not from the server based solution? Will you have different workflows for all MFDs ? What is your idea of the Security/encryption requirement? Is there an Audit trail currently being pulled from in your environment?

Response: The current applications are: DocuShare, OnBase, Odyssey, and OSSI. The SmartSend application meets the County requirements, straight from the MFD, potentially different workflows depending on which location the MFD is located. Security encryption should be AES128 and FIPS142 compliant for Sheriff's office and areas of CJIS and HIPAA.

Question #28: Can you explain the last bullet "The ability to automatically release and store images (hard copies) into assigned electronic folders/repositories.

Response: Functionality on the devices to access stored images and release them from the control panel.

Question #29: Page 21 Provisions; Will the County be using the MFD as a fax machine, walk up fax or fax server (RightFax)?

Response: Yes to all of the above.

Question #30: Page 22 Pre-Press / Job Submission requirements "Accept job files in any format"; Please elaborate on the file formats used for printing by the County of Galveston.

Response: Proprietary format, word, excel, adobe, MAC, lotus, wordperfect, etc.

Question #31: Page 22 Pre-Press / Job Submission requirements "Preview thumbnail images"; Please elaborate. Is this the ability to produce a PDF proof of a complex document from multiple files and sources following assembly in the print shop (consistent with current capability)? Or is this a new requirement providing end users with the ability to view an online proof of a job prior to submission to the print shop?

Response: The requirement is for in the print shop and is consistent with current capabilities.

Question #32: Page 22 Pre-Press / Job Submission requirements "Quote sheet generation to allow for charge back"; Please elaborate. Is this the ability to generate job accounting data that can subsequently be used for charge backs? Or is this the ability to generate real-time quotes prior to submission to the print shop?

Response: Actually both. County wants to be able to show comparative pricing to outside entities, and also county has 3rd party agencies we are partnered with that will be utilizing our print center functionality.

Question #33: Page 22 Pre-Press / Job Submission requirements "Chart Job Progress, Visualize and Streamline workflow"; Is the requirement to monitor and manipulate the production print queue, consistent with current capability?

Response: Yes, this is correct.

Question #34: Page 22 Pre-Press / Job Submission requirements "Ability to divide jobs for Color or B&W"; During the bid meeting this was described as the ability for the proposed color equipment to be able to correctly interpret individual pages within a job as color or B&W and bill accordingly. Is this correct? Or, is the County seeking the ability to split a job into two separate print streams (color and B&W) that can be directed to the appropriate device and subsequently remerged (manually) into the final job?

Response: Proposed color equipment should be able to correctly interpret individual pages within a job as color or B&W and bill accordingly.

Question #35: Page 22 Black & White Production requirements: One pass duplex; Please clarify one pass duplex.

Response: That page will not have to be released and re-fed to duplex. This should all be done in a single pass through the equipment.

Question #36: Page 23 Color Production Requirements Four paper drawers standards, bypass tray, paper deck; Is the paper deck requirement over and above the four paper drawers?

Response: Yes, it is in addition. If no solution please provide as most similar device/solution.

Question #37: Page 26, Appendix B, column , 9th line down for County Clerk, 2nd Floor, Current Model WCP 265; The WCP265 in the County Clerk's Department does not have a check mark in the Type V column and not included in the totals. Is that correct or is this unit intentionally omitted from the RFP?

Response: That was an error. Please include its replacement in your proposal submittals.

Question #38: Which devices (or device type categories) require 11x17 printing? The reason for this question is that if this is not a requirement, you can typically see about 30% lower cost of device.

Response: Please submit responses with all devices having this capability.

Question #39: What is the estimated number of users that will be printing?

Response: The County employs over 1,200 personnel of which approximately 900 are computer users who print regularly.

Question #40: How many print servers exist in the current environment?

a. If this can be broken out to show which facilities or locations the servers support, it would be helpful.

Response: Our print servers are virtualized in a farm. We have three (3) for the main on island campus. Each WAN facility has its own domain controller that serves as it's print server as well.

Question #41: What Operating Systems are used for servers and desktops in the environment?

Response: The servers are a mix of Server 2003 and Server 2008 R2 /. The desktops are a mix of Windows XP / Windows 7 32/64 bit.

Question #42: Do you have any estimates on potential scanning volume for end user walk up scanning?

Response: 65,000 - 85,000 per month.

Question #43: Are you printing from a mainframe environment or other data streams from legacy devices? If so, then what are the flavors?

Response: We do have mainframe and several Legacy systems including a Mainframe AS400. Legacy word perfect and a few proprietary systems (GDT/JIMS) are also utilized.

Question #44: What are the color and b/w volumes on the production color unit?

What are the B/W volumes on the monochrome unit?

Do you have any peak printing windows and what are the volumes during those times?

Response: Print center color: est 21,000/month.
Print center B&W: est 60,000/month.
Printing fluctuates from month to month so accurate estimates are limited. Heavier printing times are generally tax bills, tax letters, elections, new officials taking office, alterations to policy or procedures manuals or procedures for court documentation.

Question #45: Do you have any color job profiles and examples of those jobs?

Do you have any B/W job profiles and examples of those jobs?

Do you require spot color matching on the color unit?

Response: We do have a few profiles. We will submit separately. PMS color matching is done for voter registration cards every 2 years.

Question #46: Is any off line finishing used? If so, is that finishing suction fed or friction fed?

Response: No offline finishing is used.

Question #47: How many people would be doing make ready? Are there any color matching requirements?

Response: One (1) possibly two (2) personnel would be utilizing make ready.

Question #48: What kind of automated ticketing are you looking for? Web submission? Print Driver? What exact formats do you require us to support? (In Any Format is very broad)

Response:

- Automated ticketing and web submission would allow for users to fill out and submit an order online. Notification of job submission should be via email which could be directed to County ticketing system for ticket creation and follow up.
- Print Drivers for fleet machines should be a universal driver that supports print languages listed on Appendix A.

As per Section 8, Page 2 – RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:

Please note the following RFP Terms as being restrictive, as they will work against Galveston County's overall goal of gaining the most favorable and advantageous proposal. We ask that Galveston County make amendments to the RFP on the following items for the reasons provided.

Section 23, Page 7 – TERMINATION FOR CONVENIENCE – please remove from RFP

“This clause defines the RFP as a RENTAL, and does not allow for any lease options OR the option for Galveston County to take advantage of some State Contracts.”

Allowing this clause to remain in the RFP will unfairly limit response to those, if any, organizations that provide rentals.

In addition, in asking for TERMINATION FOR CONVENIENCE and the level of risk that is being asked of vendors, this risk must be priced into proposed offerings, resulting in higher prices.

Furthermore, in review of the RFP it appears that 25%-35% of the dollars associated in achieving the desired state will be for Software Applications and Solutions. To the best of our knowledge, there is no vehicle available for the RENTAL of software.

Response: The Termination for Convenience clause will not be removed from RFP conditions at this juncture. The solicitation does not define the request as a rental or a lease. All proposers should submit the best solution per the RFP guidelines. The awarded firm can suggest changes during the contract negotiation phase. Any exceptions to the proposal conditions should be submitted per the guidelines as mentioned in the General Provisions, page 2, Item #10, Exceptions to Proposal.

TERM – Page 16 – Please alter within RFP

This clause ALSO defines the RFP as a RENTAL, and does not allow for any lease options OR the option for Galveston County to take advantage of some State Contracts.

Allowing this clause to remain in the RFP will unfairly limit response to those, if any, organizations that provide rentals.

Furthermore, this clause bases monthly costs to be factored on a 36 month schedule which implies the vendor will have satisfied all of their costs within this shorter period (i.e. Higher Monthly Payments). The options to renew at this point suggest “bonus profits” for the vendor, should they be exercised.

It will be far more advantageous to Galveston County to consider 36, 48, or 60 month terms, and to choose the term and associated pricing most favorable in the eyes of the County. This will allow vendors to work with multiple financing vehicles to achieve their best offers.

Response: This does not define the RFP as a "rental". Vendors are to base monthly pricing on a 60 month/5 year contract. Vendor's performance and County satisfaction will determine if extensions will be allowed. Vendor's ability to perform and be responsible for their equipments performance will be their associated risk and at no time should the county be charged a "higher" rate to recoup pricing in 36 months. The County will consider all proposed options (State contracts) or otherwise if they meet the requirements of the RFP.

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO, CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus G. Crowder', followed by a long horizontal line.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County

Proposed Print Shop Model Comparison (Appendix C - Responses)

Features	Type X	Type XI	Type XII	Type XIII	Type XIV	Type XV	Type XVI	Type XVII
Existing Models:	Xerox nuvera 120EA	Xerox DC252	Xerox WC 3545	Wide format510	wide format Scanner(YWC1)	Freeflow Scanner 665	wide format Scanner UNIV	Wide format510
Proposed Model:								
Type:	Color MFP	Color MFP	Color MFP	Color MFP	Color	Color	Color	Color MFP
Print Speed: (page								
Monthly Duty								
Document handler:								
Full Duplex:								
Funtionality:								
Scanning:								
Copy Resolution:								
Multiple Copies								
Copy Features:								
Print Processor								
Network Interface:								
Language Support:								
Print Resolution:								
Print Features:								
Input Paper								
Costs:	Base	Base	Base	Base	Base	Base	Base	Base
	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
Overages costs:	Color \$ ____	Color \$ ____	Color \$ ____	Color \$ ____	Color \$ ____	Color \$ ____	Color \$ ____	Color \$ ____
	Black & White \$ ____	Black & White \$ ____	Black & White \$ ____	Black & White \$ ____	Black & White \$ ____	Black & White \$ ____	Black & White \$ ____	Black & White \$ ____
Optional Assessories								
a) Additional paper trays:	\$ ____	\$ ____	\$ ____	\$ ____				\$ ____
b) Stapling:	\$ ____	\$ ____	\$ ____					
c) 3 hole punch:	\$ ____	\$ ____	\$ ____					
d) bypass tray	\$ ____	\$ ____	\$ ____					
e) folder	\$ ____	\$ ____	\$ ____					
f) booklet maker	\$ ____	\$ ____	\$ ____					
Please add additional options and pricing								

RFP # B122034 – Enterprise Fleet Copier Management & Implementation – Negotiating Committee

- Courts: Bonnie Quiroga
- District Clerk: Wes McCoy, Shane Rigdon
- County Clerk: Dick Dickerson
- Tax Office: Racheal Crider
- Sheriff's Office: Ray Tuttoilmondo
- IT Dept: James Johnson, Shelley Fite, John Bonneau, John Clark

Galveston County Confidentiality Memorandum**GALVESTON COUNTY PURCHASING OFFICE**
Rufus G. Crowder, CPPO, CPPB, Purchasing Agent

TO: Proposal Evaluation Team Member

FROM: Rufus G. Crowder, CPPO, CPPB
Galveston County Purchasing Agent

DATE: October 16, 2012

SUBJECT: Request for Proposal or Bid

RFP #: RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

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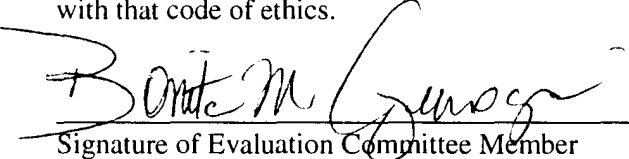
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Signature of Evaluation Committee Member10/31/2012
Date

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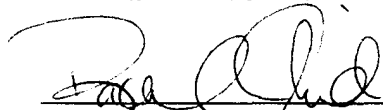
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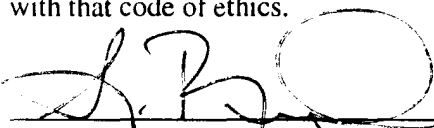
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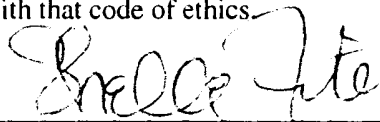
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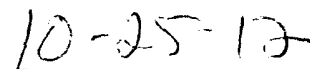
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10-24-12
Date

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TO: Proposal Evaluation Team Member

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Galveston County Purchasing Agent

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10/24/12

Date

**Copier Locations
&
Average Monthly Volumes**

[illegible]

Road & Bridge	5115 HWY 3 Dickinson, TX	Mosquito Control	1st	WC 5030	2,223	1				
		Road & Bridge	1st	WCP 232	5,730	1				
Location Totals:	2					2	0	0	0	0
Lamarque Annex	203 Vauthier LaMarque, TX	Constable Pct # 3	1st	WC 4150	1,855			1		
		J.P. Pct # 3	1st	WC 5030	5,899	1				
Location Totals:	2					1	0	1	0	0
Bolivar / Crystal Beach Annex	946 Nobel Carl Rd Crystal Beach, TX	J.P. Pct # 6	1st	WC 5030	4,910	1				
		SO Bolivar Sub Station	2nd	WC 4150	599			1		
Location Totals:	2					1	0	1	0	0
MFP Totals:	98			Total By Type		56	9	9	4	18

Locations	Address	Departments	Floor	Current Model	AVG Monthly Volume	Type I	Type II	Type III	Type IV	Type V
Justice Center	600 59th Street Galveston	10th District Court	3rd	WC 5030	1,981	1				
		122nd District Court	3rd	WC 5030	2,448	1				
		212th District Court	4th	WC 5030	4,170	1				
		306th District Court	3rd	WC 5030	5,727	1				
		405th District Court	4th	WC 5030	2,386	1				
		56th District Court	4th	WC 5030	3,289	1				
		Child Protective- JC Judges Office	1st	WCP 232	2,818	1				
		County Clerk	2nd	WCP 232	8,333	1				
		County Clerk	2nd	WCP 265	14,510					1
		County Clerk	1st	WCP 245	5,680		1			
		County Clerk 2nd fl	2nd	WCP 232	8,364	1				
		County Clerk- Land and Property	1st	WC 4150				1		
		County Court #1	2nd	WC 5030	3,806	1				
		County Court #2	2nd	WC 5030	5,435	1				
		County Court #3	2nd	WC 5031	4,098	1				
		District Attorney	1st	WCP 232	21,591	1				
		District Attorney	1st	WCP 265	14,041					1
		District Attorney - Criminal	1st	WCP 265	27,574					1
		District Attorney - Grand Jury	1st	WCP 245	12,922		1			
		District Attorney - Victim Assistance	1st	WC 4150	5,279			1		
		District Clerk	4th	WC 4150	3,369			1		
		District Clerk	4th	WC 4150	2,003					
		District Clerk	1st	WC 5030	4,238	1				
		District Clerk - Civil	3rd	WCP 265	20,100					1
		District Clerk - Civil	1st	WCP 275	24,975					1
		District Clerk - Family	1st	WCP 245	12,369		1			
		District Clerk - Family	1st	WCP 275	23,555					1
		Elections		WC 4150				1		

		Justice Admin	4th	WC 5030	3,017	1				
		Law Libraray	1st	WC 5030	8,607	1				
		Pre-Trial Hall-way	1st	WCP 232	7,480	1				
		Probate Court	2nd	WC 5030	3,261	1				
Location Totals:	31					18	3	4	0	6
Court House	722 Moody	Auditor	4th	WCP 265	12,270					1
		Auditor RM#350	4th	WCP 275	18,880					1
		CDBG		WC 5030	6,889	1				
		Comm Pct #1 Dole	1st	WC 4150	1,295			1		
		Community Svs.	2nd	WC 5030	3,953	1				
		Engineering	1st	WC 5030	6,897	1				
		Grants	5th	WC 5030	1,878	1				
		HR	3rd	WC 7345	5031b/2717c				1	
		IT Admin	2nd	WC 7345	1920b/2447c				1	
		IT Applications	2nd	WC 5030	Remove					
		IT ????	2nd							
		Juvenile Justice		WCP 232	1,966	1				
		Legal Dept.	5th	WCP 245	11,892		1			
		Maintenance	6th	WC 5030	6,513	1				
		Professional Svc	3rd	WCP 265	18,734					1
		Purchasing	5th	WCP 265	8,759					1
		Tax Office	2nd	WCP 232	6,444	1				
		Tax Office	2nd	WCP 265	17,870					1
		Treasurer	4th	WCP 232	13,561	1				
Location Totals:	17					8	1	1	2	5
Law Enforcement BLDG	601 54th Street	SO Admin - Jen Olvera	1st	WCP 232	4,890	1				
		SO Admin - Linda Cone	2nd	WC 5030	1,721	1				
		SO CID	2nd	WCP 232	6,082	1				
		SO Mental Health	1st	WC 5030	1,450	1				
		SO Patrol	1st	WC 5030	4,663	1				
		SO Warrants	1st	WC 4150	1,360			1		
		SO Warrants - Buffy	1st	WCP 232	2,926					
		SO-ID	1st	WC 7345	2558b/1849c				1	
		SO-Training	1st	WC 7345	2410b/1002c				1	

Location Totals:	8					5	0	1	2	0
SO - Jail		SO-Admin - R.Paulk	1st	WCP 232	5,808	1				
		SO-Admin S-Jail	1st	WCP 245	5,238		1			
		SO-Booking	1st	WCP 265	19,902					1
		SO-Classification	1st	WCP 245	13,906		1			
		SO Jail - Courtroom	1st	WC 4150	1,691			1		
		SO Law Library	1st	WC 5030	6,646	1				
Location Totals:	6					2	2	1	0	1
Moody Plaza	123 Rosenberg	Adult Probation	4th	WC 5030	6,550	1				
		Adult Probation	4th	WCP 265	7,991					1
		Museum District		WC 5030	743	1				
		Social Service - Moody	4th	WCP 232		1				
		Community Svs	5th	WC 5030	1,850	1				
Location Totals:	5					4	0	0	0	1
Parks (Carbyde Park)	4102 FM 519 Lamarque, Texas	Agricultural Extension Svc	1st	WC 7675	13774b/24558c					1
		Parks - Lamarque	1st	WCP 232	5,718	1				
		Senior Center	1st	WCP 265	6,974					1
Location Totals:	3					1	0	0	0	2
Sam Popovitch Annex	1922 Sealy Ave Galveston, TX	Constable Pct # 1	1st	WC 5030	459	1				
		Constable Pct # 2	1st	WC 5030	750	1				
		J.P Pct # 1	1st	WC 5030	1,454	1				
		J.P Pct # 2	1st	WC 5030	1,777	1				
Location Totals:	4					4	0	0	0	0
Mid County Annex	9850 Emmett F. Lowry Expressway Texas City, TX	Comm Pct #3	1st	WC 5030	3,215	1				
		Veterans Dept.	1st	WC 4150	3,632			1		
Location Totals:	2					1	0	1	0	0



Galveston County

M E M O R A N D U M

January 2013

To: Honorable Commissioners
Honorable Judge Henry

Fr: Copier replacement Committee

Re: RFP for Fleet copier/MFP replacement
Summary of vendor scoring sheets

Honorable Officials,

Below is a summary for the evaluation committee's scoring for the individual vendors who responded to the RFP for Fleet copier/MFP replacement.

	Xerox	Ricoh	Canon	Oce	Konica Minolta	Image Net	Office Max	Zeno Imaging
Fleet	93.5	94	87	82.5	81	26.5	69.5	60
Print Center	94.5	85	85	87.5	87	12	0	69

For individual Vendors scoring please refer to the evaluation score sheets.



HENRY TROCHESSET
Sheriff
Galveston County

January 16, 2013

TO: Mr. Rufus Crowder, CPPO, CPPB
Galveston County Purchasing Agent

RE: RFP # B122034 – Enterprise Fleet Copier Management & Implementation
Evaluation Committee Recommendations

Mr. Crowder:

An evaluation committee consisting of staff from the County Clerk, District Clerk, Tax Assessor-Collector, and Sheriff's Offices, as well as the Information Technology Department, met on several occasions over the past weeks to review vendor proposals related to RFP # B122034.

After extensive evaluation of the proposals, the evaluation committee recommends Xerox as the best qualified proposal to meet needs defined in the RFP, and further recommends entering into final contract negotiations with Xerox.

Should you require any additional information, please feel free to contact me or any committee member.

A handwritten signature in black ink, appearing to read "Ray Tuttoilmondo".

Maj. Ray Tuttoilmondo
Bureau Commander, Support Services/Administration

To Protect and Serve



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO, CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

January 15, 2013

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

Re: RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

Gentlemen,

An Evaluation Committee comprised of representatives from the following County departments and contracted firm was assembled to review, score, and rank the submittals.

- Sheriff's Office
- Information Technology
- NSD (Net Sales Direct) (In support of Information Technology)
- Tax Assessor/Collector
- District Clerk
- County Clerk
- Justice Administration

On October 16, 2012, proposals were opened for RFP #B122034, Enterprise Fleet Copier Management & Implementation Services, at which time eight (8) proposals were received from the following companies:

- | | |
|--|-------------------|
| • Xerox Corporation | Houston, TX |
| • Office Max North America, Inc. | Naperville, IL |
| • Zeno Imaging | Houston, TX |
| • Imagenet Consulting, LLC | Houston, TX |
| • OCE Imagistics, Inc. | Houston, TX |
| • Ricoh Americas Corporation | Houston, TX |
| • Canon Business Solutions, Inc. | New Hyde Park, NY |
| • Konica Minolta Business Solutions, USA, Inc. | Houston, TX |

The Best and Final offer procedure was invoked and offers were requested from the two (2) highest ranked proposers listed below:

- Xerox Corporation
- Ricoh Americas Corporation

Based on an extensive evaluation of all submittals, the Evaluation Committee recommends that the award for Enterprise Fleet Copier Management & Implementation Services go to the Xerox Corporation. It is further requested that authorization be given to enter into contract negotiations with the awarded firm. The final negotiated agreement will be brought back to the Commissioners Court at a later date.

The Xerox Corporation proposed the lowest cost and most advantageous solution for the requested services for Galveston County.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Rufus G. Crowder', with a long horizontal flourish extending to the right.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
County of Galveston

Attachments



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

November 28, 2012

Mark Jennes
Major Account Executive
Ricoh Americas, Corporation
2900 North Loop West, Suite 100
Houston, Texas 77092
Mark.jennes@ricoh-usa.com

RE: RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

Dear Mr. Jennes,

The Ricoh Americas Corporation has been chosen as one (1) of the short listed firms being considered for award for **RFP #B122034, Enterprise Fleet Copier Management & Implementation Services**. As part of the evaluation process, Galveston County has elected to invoke the Best and Final Offer (BAFO) provision as described in the General Provision section of the RFP, page 7, item 28, Best and Final Offers to further evaluate your proposal submittal.

It is requested that the following items be reviewed, addressed, and your best and final offer be sent to the address listed below by the specified time.

1. Please complete the attached Pricing Summary Sheet, including providing a sample monthly bill, for products included in your proposal. Please make sure your submission includes ALL charges (with explanation, as necessary.)
2. Provide a detailed breakdown of all software costs, including continuing software maintenance, for the life of the proposal (5 years).
3. Provide a specific description of costs for on-going training (after initial deployment) and costs for advanced training for print shop personnel. For each type of training, please detail the type of post-deployment training along with any associated costs.
4. Provide specific description of available support (on-line, phone, chat, or in-person) for print shop operations, including a detail of any and all associated costs (if any).
5. Are your proposed products fully capable of integration with Active Directory? Is this included in cost proposals? If not, provide information detailing any additional one-time and recurring costs.
6. You previously indicated you have the ability to create quotes for print shop charge backs and divide job costs for mixed color/b&w jobs. Are these capabilities provided as part of the costs defined in your proposal? If not, what are the additional costs for these functions?
7. The fleet devices you quoted far exceed the RFP's stated requirements. If such devices exist, please provide data, to include all necessary pricing information for fleet devices that more closely meet device specification range included in the RFP, particularly for the Type I and Type II devices.

Please send your response by 10:00 a.m. on Monday, December 3, 2012 to the following address:

Rufus Crowder, CPPO, CPPB
Purchasing Agent
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550

Or you may send your response to the following e-mail address:
Rufus.Crowder@co.galveston.tx.us

If you have any questions, please feel free to contact me at (409) 770-5372.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus', followed by a long horizontal line.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County

Pricing Summary

	Totals
Total Monthly Payment based on 5 year pricing (include Fleet and Production):	
Total Monthly Charge for Fleet Units:	
Total Monthly Charge for Print Shop Units:	
Total Monthly Charge for all software (including all service and required software maintenance)	
Other Charges (explain in DETAIL):	

* In addition to above information Galveston County request a mock monthly billing based on your proposal minus volume charges.

McCullough, Darla

From: Crowder, Rufus
Sent: Friday, November 30, 2012 4:29 PM
To: Copier Management Committee
Subject: FW: Ricoh Response to BAFO
Attachments: C751ex Fiery Training Checklist SE_TAS V2.pdf; invoice sample.pdf; gal co side by side.pdf; gal co bafo response.docx

Importance: High

See below and attached Ricoh's response to the BAFO. Have a great weekend.

Rufus G. Crowder, CPPO, CPPB

Purchasing Agent
Galveston County Purchasing Department
Galveston County Courthouse
722 21st. Street, 5th Floor
Galveston, Texas 77550
Office: (409) 770-5372
Fax: (409) 621-7997
Cell: (409) 682-3134
e-mail: rufus.crowder@co.galveston.tx.us



Principles and Practices of Public Procurement
Accountability, Ethics, Impartiality, Professionalism, Service, Transparency



Please consider the environment before printing this email.

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From: Virgil Roumo [<mailto:Virgil.Roumo@ricoh-usa.com>]
Sent: Friday, November 30, 2012 4:18 PM
To: Crowder, Rufus
Cc: Mark Jennes; Nick Colon
Subject: Ricoh Response to BAFO

Mr. Crowder,

Good afternoon. Thank you for asking us to provide our best and final offer to RFP#B122034. We have included several files for your review. They are:

- The BAFO response, which includes the Price Summary Sheets
 - We also included a second option for your consideration. This option substitutes a smaller unit (MP 2852 SP) in the Type I and II categories for the copier fleet units
- A side by side comparison document for the MP 4002 SP (original type I and II unit) and the MP 2852 SP.
- A sample invoice
- An Advanced Production Printing training checklist

Again, thank you for the opportunity to provide this response. We hope that at the conclusion of your analysis, the county determines that Ricoh is the logical choice to be your document services partner. We look forward to working with you and your team. Please confirm receipt of this email. Have a great weekend.

Virgil Roumo
Account Executive
Ricoh USA, Inc
713-290-2902



Ricoh Americas Corporation
5 Dedrick Place
West Caldwell, NJ 07006

Production Color Training Checklist

Pro C751ex/C651ex/C751 - Fiery Sys9r2

[Reset Form](#)
[Print Form](#)

New Procedure: Signed Checklists should be uploaded to the Customer Account in the RFT Database

Company Name

Address

City State Zip

Student(s)

Email

Phone

Engine Type C651ex

Serial Number

Controller Fiery E41a TF Standard *

Serial Number

Attached Finishing Solutions:

- ☐ RT5060 DLT LCT
- ☐ TK5010 Tandem Tray (Tray1)
- ☐ BY5010 Bypass Tray
- ☐ CI5020 Cover Interposer
- ☐ BufferPass Unit type 5010
- ☐ SR5030 Standard Finisher

- ☐ SR5040 Booklet Finisher
- ☐ TR5040 Trimmer for SR5040
- ☐ PU5020 Punch Unit for SR5030/SR5040
- ☐ DU5010 Decurler Unit
- ☐ FD5010 Multi-Fold Unit
- ☐ RB5010 Ring Binder
- ☐ SK5020 High Cap Stacker

- ☐ GBC Stream Punch
- ☐ BK5030e Plockmatic Booklet Maker
- ☐ BF5030e Book Folder
- ☐ TR5030e Face Trimmer
- ☐ CF5030e Cover Feeder
- ☐ BK5030e Rail Unit

PPSE PTAS Completed
Yes Not Required

Introduction & Overview:

- ☐ Machine Overview
- ☐ Intro to Fiery Controller
- ☐ Power Up / Down Sequence

Print Job Submission & Management:

- ☐ CWS 5 Workflow
- ☐ CWS 5 Production Features
- ☐ Using Hot Folders
- ☐ Printing from Mac OSX / Windows
- ☐ Using Virtual Printers
- ☐ Using APPE / PDF Workflow
- ☐ Using Paper Catalog
- ☐ Fiery Clone Tool

Document Preparation:

- ☐ Printing to Jpeg Hot Folders
- ☐ Using Booklet Maker v4
- ☐ Using Booklet Maker / Perfect Bound
- ☐ Using SeeSequence Imposition *
- ☐ Using SeeSequence Compose **

PPSE PTAS Completed
Yes Not Required

Variable Data Printing:

- ☐ Using FreeForm for Letterhead
- ☐ Using VDP with Booklet Mode
- ☐ Using VDP for Postcards

Advanced Media / Color Management:

- ☐ Advanced Color Calibration
- ☐ Media Management

Graphic Arts / Color Management:

- ☐ Printing with Spot Colors
- ☐ Optimizing Color Quality
- ☐ Using Image Enhance
- ☐ Color Calibration with ES1000*
- ☐ Printing the Altona Test Suite
- ☐ Printing the Ghent Test Suite
- ☐ Image Enhance Visual Editor CWS5.3 ***

Key * (Feature is a part of TF Standard Package)

** (Feature is a part of TF Advanced Package)

*** (Min Requirement is Standard Package) and CWS 5.3.x on Client - Mac OS 10.6 or Windows OS

PPSE PTAS Completed
Yes Not Required

EFI Color Profiler Suite:

- ☐ EFI Printer Profiling
- ☐ EFI Monitor Profiling
- ☐ EFI Profile Inspector
- ☐ EFI Profile Editor
- ☐ EFI Color Verifier
- ☐ EFI Verification Assistant

Graphic Arts Premium Suite:

- ☐ Image Viewer
- ☐ Preflight / Postflight
- ☐ Configurable Auto-Trapping
- ☐ Hot Folder GA Filters
- ☐ Control Bar

Spectrophotometer Table:

- ☐ Auto i1 IO Scanning Table (ADV + pkg)

Form V2 - June 2012

For Additional Professional Services, please contact your nearest Production Training Solution Engineer.

PTAS Name

PTAS Phone#

PTAS Signature

Date Complete:

Days / Hours On-Site

PPSE Name

PPSE Phone#

PPSE Signature

Date Complete:

Days / Hours On-Site

Customer Name

Customer Signature

Manufacturer Documentation

PPSE PTAS Completed
Yes Not Required

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Ricoh User Documentation:

☐ ☐ About This Machine
☐ ☐ Network and System Settings Guide
☐ ☐ Troubleshooting Guide
☐ ☐ Security Reference
☐ ☐ Paper Settings Reference
☐ ☐ Guide to Paper
☐ ☐ Scanner Reference (EX Only)
☐ ☐ Copy / Document Server (EX Only)

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EFI User Documentation:

☐ ☐ E41a Installation Guide
☐ ☐ E41a Configuration Setup Guide
☐ ☐ E41a Printing Guide
☐ ☐ E41a Utilities Guide
☐ ☐ E41a Graphic Arts Guide
☐ ☐ E41a Fiery Color Reference
☐ ☐ E41a Variable Data Printing

Service Items

Completed
Yes No

Service Items:

☐ ☐ @ Remote Installed / Configured
☐ ☐ TCRU Shared Maintenance
☐ ☐ TCRU Ricoh Maintenance
☐ ☐ Help Desk Call Procedures
☐ ☐ Service Call Procedures

☐ ☐ Fiery has been Backed Up = Cloned?

Sales Items

Contact and Resources:

☐ ☐ Business Booster Registration
☐ ☐ Ricoh USA Website
☐ ☐ Appropriate Contact Numbers Provided

Install Notes

Advanced Solutions

3rd Party Solutions:

Completed
Yes No

1		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>

**Side-By-Side
Product Compare**

	Ricoh Aficio MP 4002	Ricoh Aficio MP 2852SP
BACKGROUND INFORMATION	18755/USA	18851/USA
Dataquest Segment	3	2
Manufacturing Status	New	New
Domestic Intro Date	March 2012	December 2011
OEM	Ricoh (China)	Ricoh (South Korea)
Also Sold As	Lanier MP 4002; Savin MP 4002	Lanier MP 2852SP; Savin MP 2852SP
Distributed By	Dealers, branches and subsidiaries	Dealers, branches and subsidiaries
Max Monthly Duty Cycle	200,000 impressions	100,000 impressions
TYPE	Monochrome copier, MF	Monochrome copier, MF
Configuration/Scanner	Console,digital	Console,digital
Toner	Dry, dual component	Dry, dual component
GENERAL SPECIFICATIONS/PAPER HANDLING		
First Copy Time	4.1 sec	4.5 sec
Multicopy (Ltr/Lgl/Ldgr)	40 cpm/info not avail/info not avail	28 cpm/Info not avail
Warm-up Time	15 sec	20 sec
Std Paper Source(s)	Dual drawer	Dual drawer
Std Paper Capacity	550/550 sheets	500/550 sheets
Paper Weights	16-lb bond to 120-lb index	14 to 42 lbs
Bypass/Paper Weights	100-sheet/14-lb bond to 120-lb index	100-sheet/14 to 42 lbs
Max Paper Sources	6	5
Max Paper Capacity	4,400 sheets	3,150 sheets
Max Original Size	11 x 17	11 x 17
Output Size (Min/Max)	5-1/2 x 8-1/2/11 x 17	5-1/2 x 8-1/2/11 x 17
Copy Resolution	600 x 600 dpi	600 x 600 dpi
System Memory (Std/Max)	512-MB RAM/1-GB RAM, 128-GB HD	1-GB RAM, 120-GB HD/1-GB RAM, 120-GB HD
Duplex	Auto (1:2,2:2,2:1)	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited/5-1/2 x 8-1/2 to 11 x 17	Unlimited/5-1/2 x 8-1/2 to 11 x 17
Document Feeder	Std RADF	Std RADF
Doc Feeder Speed/Capacity	Info not avail/100 orig	Info not avail/50 orig
Paper Weights	Info not avail	11 to 34 lbs
Sorter (Bins/Capacity)	None	None
Staple Sorter	None	None
Bins/Stapling Capacity	Not applicable	Not applicable
Stapling Positions	Not applicable	Not applicable
Finisher	Opt finishers	Opt finishers
Tray/Stapling/Position(s)	1,250, 2,250, 3,250/50/3, 5, 4	500, 500, 1,100, 1,250/50/4
Other	Opt 1,000-sheet finisher (250/1,000); opt booklet finisher (250/2,000) V folds up to 15 sheets (60 pgs); opt paper bank (two 550-sheet drawers); opt 2,000-sheet or 1,200-sheet LCT; opt 3,000-sheet finisher (250/3,000); hole punch option avail for booklet finisher and 3,000-sheet finisher; electronic sorting	Std envelope feeding; opt 500-sheet internal finisher; opt 500-sheet external finisher; opt 1,000-sheet finisher (1,000/250); opt booklet finisher (1,000/100) V folds up to 10 sheets (40 pgs); finishers feature 50-sht stapling; hole punch option avail for internal and booklet finishers; opt paper bank (two 550-sheet drawers); opt 2,000-sheet LCT; std 500-sheet output capacity
SECURITY SPECS		
Network User Authentication	Yes	Yes
IP Address Filtering	Yes	Yes
MAC Address Filtering	No	No
HDD Overwrite	Opt	Std
Max Overwrites	9	9
HDD Encryption	Opt	Std
Secure Print	Yes	Yes
Encrypted Secure Print	Yes	Yes
Encrypted PDF Mode (Encrypted Scanning)	Yes	Yes
IPsec	Yes	Yes
Secure Sockets Layer (SSL)	Yes	Yes
SNMPv3	Yes	Yes
Transport Layer Security	Info not avail	Info not avail
Other	S/MIME; encrypt address book; PDF password encryption; authentication password encryption; DataOverwriteSecurity System (DOSS) enables hard drive overwriting; Copy Data Security Unit blacks out or embeds copies of prints with watermarks to deter illegal copying; HDD overwrite/encryption overwrites all stored data on the hard disk	S/MIME, locked print password encryption, address book encryption, quota setting/account limit and SMTP over SSL

Quantity Selector	1 to 999 (0 to 9 keypad)	1 to 999 (0 to 9 keypad)
Message Display	Yes	Yes
Help Key	No	No
FEATURES		
Automatic Features	AES, AMS, APS, AS, ATS	AES, AMS, APS, AS, ASO, ATS
Book Copy	Yes	Yes
Booklet Mode	Std	Std
Color	No	No
Copy Control	1000	500
Covers	Std	Std
Editing	INA	INA
Energy-Save	Yes	Yes
Erase	Std	Std
Image Insert	No	No
Image Overlay	No	No
Image Repeat	Yes	Yes
Image Rotate	Std	Std
Interrupt	Yes	Yes
Job Build	No	No
Job Programs	25	10
Job Time	No	No
Language	Std	Std
Margin Shift	Yes	Yes
Neg/Pos	Yes	Yes
OHP Interleaving	Yes	Yes
Photo Mode	Yes	Yes
Poster Mode	No	INA
Preset R/E	7R, 5E	7R, 5E
Program Ahead	Std	Std
Sheet Insertion	Std	Std
Stamping	Std	Std
Timer	INA	INA
2-in-1	Std	Std
XY Zoom	Yes	Yes
Zoom Range	25 to 400 (1%)	25 to 400 (1%)
Other Features	Center and border erase; directional magnification; double copy; page number stamp; English preset stamps; Bates stamp; simple screen; sample copy; series copies; paper designate; background numbering; booklet/magazine copy; 8 job presets, user stamps; chapterization; date stamp	Erase center/border; auto and manual image density; directional magnification; background numbering; preset stamp; user stamp; date stamp; page numbering; simplified display; sample copy; paper designate; combine mode; 8 job presets; document server (3,000 file capacity); electronic rotate sorting; booklet/magazine copy; chapterization

ADDITIONAL INFORMATION

Dimensions (HxWxD)	35.24" x 26.85" x 26.38"	32.6" x 23.1" x 25.7"
Weight	213.8 lbs	165 lbs
Power Requirements	120 V, 12 A	120 V, 12 A
Energy Used While Power Off	0W	.06W
Energy Used in Power Save Mode	1.15W	4.02W
Energy Used in Ready Mode	219.2W	181.13W
Energy Used While Copying	742W	636.3W
Energy Used While Printing	742W	636.3W
Energy Used While Scanning	Info not avail	Info not avail
Max Power Consumption	1550W	1600W
TEC Value	2.89KWh	2.210KWh
Dedicated Outlet	Not required	Not required
Energy Star Compliant	Yes	Yes
Operating Noise Level	52.6 dB	59.8 dB
COMMENTS	None	None

OPTIONS

RT3020 LCT 1,200 sheets (415984): \$1,910	PB3140 LCT 2 x 1,000 sheets (415795): \$1,960
PB3140 LCT 2 x 1,000 sheets (415795): \$1,960	PB3120 Paper drawer 550 sheets (415794): \$760
PB3130 Paper-feed unit 2 x 550 sheets (415793): \$1,650	PB3130 Paper-feed unit 2 x 550 sheets (415793): \$1,650
SR3090 Finisher 1,000 sheets (415804): \$1,930	SR3090 Finisher 1,000 sheets (415804): \$1,930
SR3120 Finisher 3,000 sheets (416008): \$3,550	SR3070 Finisher 500 sheets (415799): \$1,330
SR3110 Finisher booklet (416007): \$5,110	SR3100 Finisher booklet (415810): \$4,040
BU3060 Finisher bridge unit (415988): \$220	BU3050 Finisher bridge unit (415798): \$330
BN3100 One-bin tray (415986): \$580	Type 3352 Finisher internal (415800): \$1,600
PU3030 Punch unit (416325): \$980	SH3050 Internal shift sort tray (415797):

SH3060 Shift sort tray internal (415987): \$450	BN3090 One-bin tray (415796): \$430
Type C5502 Side tray (415989): \$640	PU3000 Punch unit (412855): \$803
FAC56 Cabinet (416407): \$290	PU3020 Punch unit (415801): \$1,160
VZ G106030 Keyboard bracket (100268FNG): \$199	SH3050 Shift sort tray internal (415797): \$430
Keyboard external (no bracket) (100266FNG): \$50	FAC52 Cabinet (416337): \$250
Type 3352 Platen cover (415809): \$140	Type D Caster table (415811): \$270
Type 5002 Fax option (416156): \$1,450	Keyboard external (no bracket) (100266FNG): \$50
Type A Fax option connecting kit (416207): \$290	3L68-19 Keyboard USB (100256FNG): \$449
Type 5002 Fax option G3 interface (416161): \$890	Type 3352 Fax option (415836): \$1,530
Type C5502 Fax telephone handset (416324): \$100	Type 3352 Fax option G3 interface (415841): \$910
Type E File format converter (414007): \$635	Type 3352 Fax telephone handset (415820): \$100
Type 5002 Printer scanner unit (416140): \$1,650	Type E File format converter (414007): \$635
Type K SD card for Netware printing (416210): \$200	Type A Gigabit Ethernet board (402547): \$357
Type U VM card (416163): \$200	Type J Interface 802.11a/g (414008): \$593
Type A Gigabit Ethernet board (402547): \$357	Type D Interface Bluetooth (415818): \$630
Type J Interface 802.11a/g (414008): \$593	Type A Interface Parallel (411699): \$110
Type D Interface Bluetooth (415818): \$630	Type H Slot USB 2.0/SD (415808): \$400
Type A Interface Parallel (411699): \$110	Type B 32-MB fax memory (001342MIU): \$205
Type 5002 128-GB HDD (416155): \$490	Type 3352 Adobe PostScript 3 (415830): \$740
Type B 32-MB fax memory (001342MIU): \$205	Type 3352 IPDS (415833): \$975
Type 5002 Adobe PostScript 3 (416149): \$1,180	Type I Data Overwrite Security (413955): \$441
Type 5002 IPDS (416152)	Type 3352 Card reader bracket (415814): \$160
Type G Copy Data Security Unit (416391): \$960	Type A Counter interface unit (413012): \$65
Type H Data Overwrite Security (416373): \$530	Type H Key counter bracket (412552): \$105
Type 3352 Card reader bracket (415814): \$160	Type C Accessibility handle ADF (416213): \$200
Type A Counter interface unit (413012): \$65	Type D HotSpot printing (415616): \$1,024
Type H Key counter bracket (412552): \$105	
Type C Accessibility handle ADF (416213): \$200	
XG-PCS-15D Power filter ESP (006428MIU): \$280	
Power filter Innovolt (005744MIU): \$169	
Type I Browser unit (416204): \$170	

SUPPLIES/MAINTENANCE

Black drum (D0099510): Priced by dealer; Yield: 160,000; Coverage: 6%	Type 2220D Black drum (B0399510): Priced by dealer; Yield: 60,000
Type 4500A Black toner cartridge (841346): Priced by dealer; Yield: 30,000; Coverage: 5%	Type 2120D Black toner cartridge (841337): Priced by dealer; Yield: 11,000; Coverage: 6%
Type MP 4500 Black developer (B2969640): Priced by dealer; Yield: 320,000; Coverage: 6%	Type 28 Black developer (B1219645): Priced by dealer; Yield: 60,000

MULTIFUNCTION MODES

Copier	Std	Std
Internet Fax	Opt	Opt
Network Printer	Opt	Std
Printer	Opt	Std
Fax	Opt	Opt
Network Fax	Opt	Opt
PC Fax	Opt	Opt
Scanner	Opt	Std

CONNECTIVITY SPECIFICATIONS

Operating System Support	Win XP, Server 2003, Vista, Server 2008, 7, Mac OS X v10.3.3+, Novell Netware v6.5, UNIX, Sun Solaris, HP-UX, SCO OpenServer, Redhat Linux, IBM, AIX	Win XP, Server 2003, Vista, Server 2008, 7, Mac OS X v10.2+, Citrix, Netware 6.5+, Sun Solaris, HP-UX, SCO OpenServer, Redhat Linux, IBM AIX
Parallel Interface	Opt	Opt
PC Fax/Print/Scan	Yes/Yes/No	No/Yes/Yes
Serial Interface	None	None
PC Fax/Print/Scan	Not applicable	Not applicable
USB Interface	Std 2.0, std (host)	Std 2.0, opt (host)
PC Fax/Print/Scan	Yes/Yes/No	No/Yes/Yes
Network Interface	Std Ethernet, opt Gigabit Ethernet, opt wireless	Std Ethernet, opt wireless
Interface Type	10/100BaseTX, 1000BaseT, 802.11a/b/g, Bluetooth	10/100BaseTX, 1000 BaseT, 802.11a/b/g, Bluetooth
LAN Fax/Print/Scan	Yes/Yes/Yes	Yes/Yes/Yes
Networks Supported		
NetWare	Yes	Yes
Windows NT	Yes	No
AppleTalk	Yes	Yes
UNIX	Yes	Yes
AS/400	Yes	Yes
Other	SAP R/3	NDPS Gateway, SAP R/3
Embedded Software Platform	Embedded Software Architecture	Embedded Software Architecture
FACSIMILE SPECIFICATIONS		
Scanner Technology	CCD	CCD
Compression Method	MH/MR/MMR/JBIG	MH/MR/MMR/JBIG
Modem Speed	33.6 Kbps	33.6 Kbps
Max TX Resolution	400 x 400 dpi	200 x 200 dpi
Gray Scale/Halftones	256 levels	256 levels
Std/Max Fax Memory	4-MB RAM/28-MB RAM	4-MB RAM/28-MB RAM
Min/Max Orig Size (WxL)	5-1/2 x 8-1/2/11 x 17	Info not avail
Max Paper/Print Width	11/11	11/11
Effective Scanning Width	11.7	11
Correct-Order Output	Yes	Yes
Batch Files	Yes	Yes
Battery Backup	1 hr	1 hr
Confid TX/RX	Info not avail	Yes/Yes
Dual Lines	Opt*	Std
Multi Access	Yes	Yes
Polling	Yes	Yes
Relay Request	Info not avail	Yes
Smoothing	Yes	Yes
Timers	No	Yes
Transfer Hub	Info not avail	Yes
DIALING CAPABILITIES		
Broadcasting (Groups/Dest)	100/500	100/500
Redial (Attempts/Intervals)	Info not avail	Info not avail
One Touch	None	Info not avail
Speed Dial	2,000	2,000
Other	Book transmission; dual access; image rotation; LAN fax; IP fax; fax forwarding to e-mail/hard-drive/folder; *up to 3 lines (G3 x 3)	Book transmission; dual access; image rotation; fax forwarding to e-mail/hard-drive/folder; capabilities include simultaneous operation of up to 3 lines
PRINTER SPECIFICATIONS		
Engine Mfr & Model	Ricoh/Aficio MP 4002	Ricoh/Aficio MP 2852
Compatibility	PC, Mac	PC, Mac
Speed	40 ppm	28 ppm
Max Print Area	Info not avail	Info not avail
Enhanced Resolution	Not applicable	Info not avail
Unenhanced Resolution	600 x 600 dpi	600 x 600 dpi
Std/Max Printer Memory	Shared	Shared
Controller Mfr/Model	Ricoh	Info not avail
Processor/Bits/MHz	RM7035C/Info not avail/533	RM7035C/Info not avail/533
PDL/PCL	PCL 5e/6, opt Adobe PostScript 3, opt	PCL 5e/6, opt Adobe PostScript 3, opt IPDS
Controller Mfr/Model	Not applicable	Not applicable
Processor/Bits/MHz	Not applicable	Not applicable
PDL/PCL	Not applicable	Not applicable
Controller Mfr/Model	Not applicable	Not applicable
Processor/Bits/MHz	Not applicable	Not applicable
PDL/PCL	Not applicable	Not applicable
Other	PDF direct print w/opt Adobe PostScript 3; PCL supports 45 Intellifonts, 10 TrueType fonts, 13 International fonts; opt Adobe PostScript 3 supports 136 Adobe PostScript fonts; watermarks; sample/locked/hold/stored print; std USB/SD card slot	PDF direct print w/opt Adobe PostScript 3; PCL supports 45 and 13 International fonts and 6 bitmap fonts; opt Adobe PostScript 3 supports 136 Adobe PostScript fonts; sample/locked/hold/stored print; opt USB/SD card slot allows users to print TIFF, PDF and JPG files virtually anywhere

Technology/Speed	CCD/31 ipm color, 61 ipm black	CCD/45 ipm color, 50 ipm black
Max Resolution	600 x 600 dpi	600 x 600 dpi
TWAIN Compatible	Yes	Yes
Scan Destinations		
E-mail	Yes	Yes
I-fax	Yes	Yes
FTP	Yes	Yes
SMB	Yes	Yes
HDD	Yes	Yes
URL	Yes	Yes
LDAP Support	Yes	Yes
File Formats Supported	JPEG, PDF, PDF/A, compact PDF, TIFF	JPEG, PDF, compact PDF, TIFF
Scan/Image Software	Info not avail	Std DeskTopBinder
OCR Software	Info not avail	Info not avail
File Mgmt Software	Info not avail	Std DeskTopBinder
Other	Color scanning; 256 grayscale; full-color 256 RGB tone levels; scan to NCP; file formats: single page TIFF, JPEG, PDF, high compression PDF; multi-page TIFF and PDF; single page JPEG; single and multiple page PDF/A	Color scanning; 256 grayscale; full-color 256 RGB tone levels; scan to NCP; file formats: single page TIFF, JPEG, PDF, high compression PDF; multi-page TIFF and PDF; scan-to-media with opt USB/SD card slot
COMMENTS		
	Control panel is adjustable and features full-color customizable color touch-screen display; Embedded Software Architecture allows for the development of key applications to enhance workflow; document server has stores up to 3,000 used documents for instant reprinting, refaxing or redistribution; RoHS compliant	Utilizes Ricoh's innovative simple cube design; includes full-color touch-panel; bundled with @Remote, SmartDeviceMonitor, Web Image Monitor, Web SmartDevice Monitor 2 and DeskTopBinder Lite utilities; Embedded Software Architecture allows for the development of key applications to enhance workflow; std DataOverwriteSecurity System (DOSS) automatically overwrites the hard drive to prevent retrieval of confidential information when enabled; std HDD Encryption encodes stored documents for maximum protection; opt HotSpot Printing allows users to send emails with attachments directly to the MFP to print PDF/JPG files automatically

**Ricoh Aficio MP 2352/MP 2852/
MP 3352**

Digital Imaging System

for more efficient workflow

RICOH



execute

secure

streamline

Customize document management for any workflow

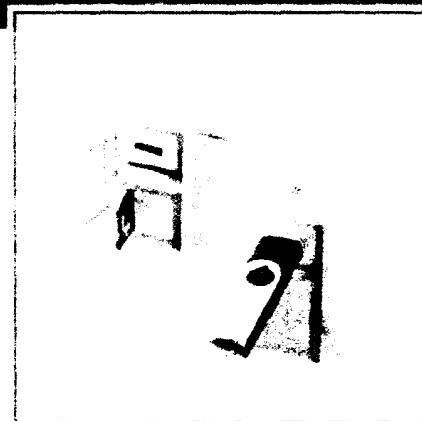
The Ricoh Aficio MP 2352/MP 2852/MP 3352 offers versatile multifunction performance, innovative security and advanced distribution capabilities in a compact, environmentally friendly design.

Flexible Compact Convenient Productive

Enhance Productivity

Accomplish every task with incredible speed and convenience. The Ricoh Aficio MP 2352/MP 2852/MP 3352 offers all-in-one performance for fast, cost-effective workflow.

- Deliver exceptional multifunction performance with printing, copying, color scanning and faxing. The MP 2852/MP 3352 is available in two configurations—a standard scan/print version and a highly configurable copier version, which can also be modified to print, scan or fax to suit your office environment. The MP 2352 is available in a standard scan/print configuration.
- Generate up to 33 black-and-white pages-per-minute and proceed to the next job quickly.
- Execute workflows seamlessly with a wide range of document distribution tools that can be tailored for your office for maximum convenience.
- Reprint, refax or scan instantly with the Document Server. It stores up to 3,000 frequently-used documents to expedite workflow.



Load scanned documents to portable media using Scan-to-Media capabilities with the USB/SD card slot and print TIFF, PDF and JPG files virtually anywhere.

Share More Efficiently

With its wide range of scanning capabilities, this digital imaging system enables quick electronic document capture and convenient distribution options for incredible flexibility, productivity and value.

- Capture documents in monochrome or in vibrant color and reduce file sizes with high-compression PDF for faster transmission and printing without compromising image quality.
- Distribute documents instantly with Scan-to-Email or automate document sharing and archiving with Scan-to-Folder.
- Employ Scan-to-URL for network flexibility. Users can store the document on the Hard Disk Drive to reduce network traffic and view and download files via Web browser.
- Preview electronic documents as full-color thumbnails for accurate review that can enhance efficiency while minimizing wasted supplies.

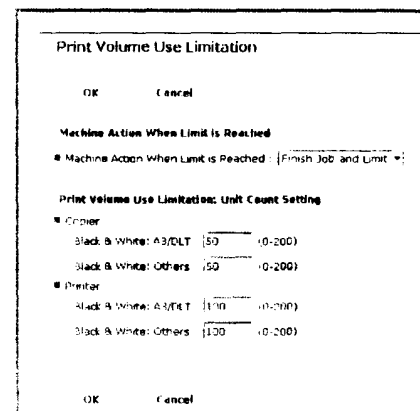


Color scanning combined with innovative Scan-To capabilities promotes cost-free document distribution and less taxing network traffic.

Deliver High-Quality Results

The Ricoh Aficio MP 2352/MP 2852/MP 3352 offers powerful network printing to ensure fast-moving workflows and affordable output.

- Simplify print jobs with the icon-driven, PCL6 user interface driver and optional genuine Adobe® PostScript3® drivers.
- Enjoy seamless integration with Windows, Macintosh, Unix and AS/400 environments and a host of standard or optional interfaces to ensure that local network requirements are met.
- Modify queues for print jobs at any time with the Job Function List feature and meet even the most ambitious deadlines.
- Expedite jobs with PDF Direct Print. Users can print PDFs without opening Adobe Acrobat or taxing the network.
- Avoid print bottlenecks with Auto Job Promote. This feature holds a job when a resource is not available—such as a different paper size—and automatically prints the next job in the queue.



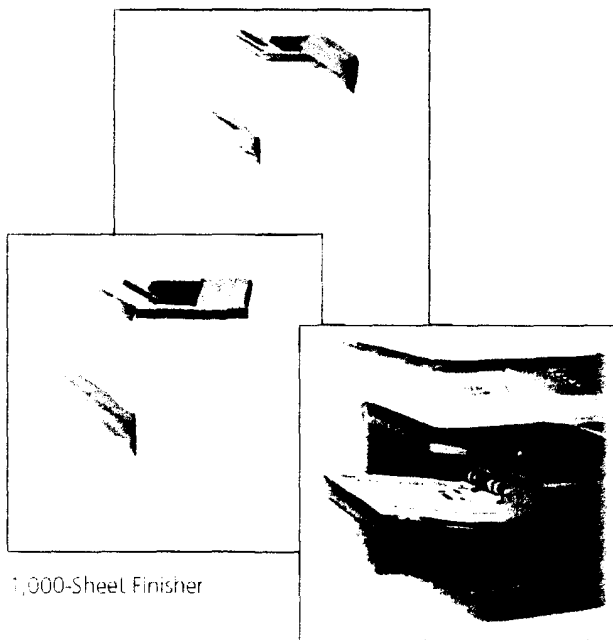
Set output limits for individuals and groups with the Quota Setting feature to effectively control print costs.

Outstanding Efficiency in a Compact Design

100-Sheet Automatic Reversing Document Feeder (standard)
Optional for the MP 2852/MP 3352 copier only configurations
Scan multi-page and mixed size originals quickly and easily.

100-Sheet External Finisher (optional)
Realize greater cost savings and productivity by printing reports and presentations in-house.

1,000-Sheet Booklet Finisher



1,000-Sheet Finisher

500-Sheet Internal Finisher

Finish In-House with Style

Produce compelling, professionally finished documents and minimize outsourcing.
Choose from a variety of optional finishers to design a complete end-to-end document production solution that meets your unique application demands.

1 x 600 and 1 x 550-Sheet Paper Trays (standard)

Front-facing, user-adjustable trays accommodate a wide range of paper stocks and sizes, including envelopes.

1 x 550-Sheet Paper Tray* (optional)

Provides lower height making it easy for all users to access.

1 x 550-Sheet Paper Tray* (optional)

Add more paper capacity for larger jobs and uninterrupted printing and copying.

1 x 600-Sheet Large Capacity Tray* (optional)

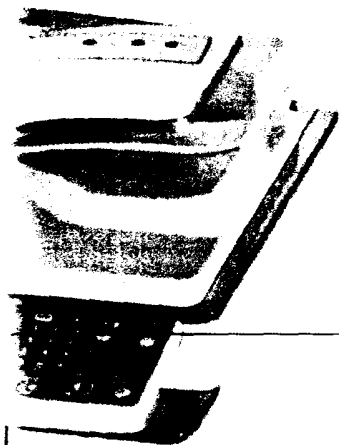
Increase total system volume up to 3,150 sheets for less reloading.
(Letter-size/A4 only)

Binnet Stand* (optional)

Add a convenient storage space for supplies when the standard paper supply meets your needs.



RICOH Aficio MP 2352/MP 2852/MP 3352



Intuitive 8.5" Color Control Panel
This easy-to-use control panel simplifies operations.

One-Bin Tray (optional)
Separate copy output from fax/print output.

Duplex Unit (standard)
Support environmental initiatives, cut paper use in half and save on supply costs by printing double-sided documents.

100-Sheet Bypass Tray (standard)
Print envelopes, labels and transparencies on a variety of paper types and sizes.

Choose the Configuration
that Best Meets Your
Office Requirements



Configuration	Copies	Copy / Print / Scan
Speeds Available	28 ppm, 33 ppm	23 ppm, 28 ppm, 33 ppm
ARDF	Optional	Standard
Print/Scan Connectivity	Optional	Standard
Fax	Optional	Optional
Security	Standard DataOverWriteSecurity & HDD Encryption*	Standard DataOverWriteSecurity & HDD Encryption
System Memory (Std./Max.)	512 MB / 1 GB	1 GB/1 GB
Hard Disk Drive	Optional	Standard 120 GB
Personal Paperless Document Manager (PPDM)	Optional	Standard 1 License
Java VM Card	Optional	Standard

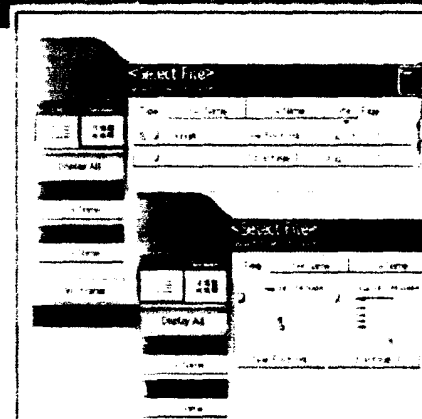
* Hard Disk Drive required to enable these features.

Ricoh Aficio MP 2352/MP 2852/MP 3352

Management Made Easy

Engineered for maximum convenience, the Ricoh Aficio MP 2352/MP 2852/MP 3352 simplifies administrative tasks—including system management, device monitoring and troubleshooting.

- Access a wide range of system settings including supply levels and job details, assign e-mail notification to key team members, cancel jobs and reboot the system remotely with Web Image Monitor.
- Use Web SmartDeviceMonitor to configure, monitor and manage your entire fleet of connected Ricoh devices—right from your desktop.
- Promote proactive maintenance with automated alerts for low supplies and errors with Auto-Email Notification.
- Automate meter submissions, critical event notifications and remote firmware updates with @Remote.

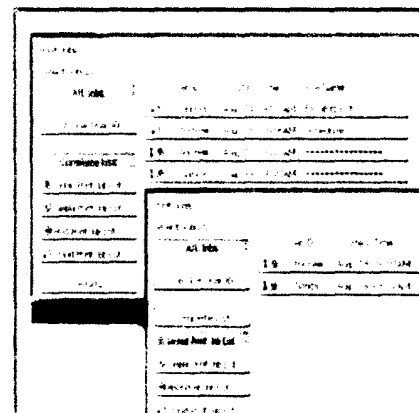


Store up to 3,000 frequently-used documents in the Document Server for instant reprinting, refaxing and scanning.

Advanced Document Security

Help ensure document integrity at every stage of the creation and distribution process with comprehensive security that protects your most important information assets.

- Protect sensitive documents on the hard drive with the standard DataOverwriteSecurity System (DOSS). It automatically overwrites the hard drive to prevent retrieval of confidential information when enabled.
- Add a powerful layer of security with standard HDD Encryption and encode stored documents for maximum protection from hackers.
- Safeguard critical data during transmission with Encrypted PDF Transmission. Use it to scramble and encrypt transparent and vulnerable data, including user name and password.
- Ensure accurate user authentication with a variety of methods, including user codes, LDAP, Windows Authentication and card based authentication solutions.

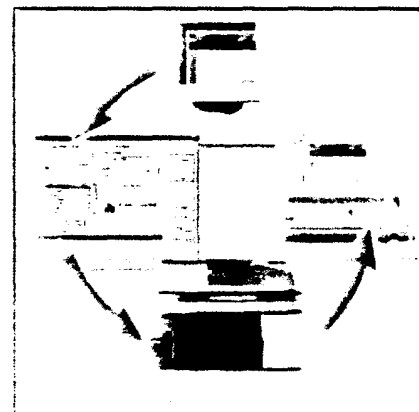


Minimize access to sensitive documents. Locked Print allows users to delay printing until they enter a password at the device.

Fast Fax Transmission

Handle any workload—whether it's one page or hundreds—with innovative faxing features that simplify management and expedite delivery.

- Send and receive faxes electronically with Internet faxing, using either a PC or conventional fax numbers via IP to save on transmission costs and paper.
- Preview pages prior to transmission to decrease errors and detect blank pages.
- Route inbound faxes to an e-mail address or network folder to ensure timely, accurate delivery and distribution.



Fax documents right from your desktop to maximize convenience and boost efficiency.

Powerful Secure Sustainable Professional

Enable Mobile Workers

Give mobile users an easy way to print documents while on the go without compromising security.

- Print documents, e-mails and Web content from anywhere with optional HotSpot Printing. Users can forward documents to the MFP via PDAs or other internet-enabled devices without installing drivers or software.
- Accommodate visitors, such as employees visiting branch offices, with the Mail-to-Print feature. This allows users to send emails with attachments directly to the MFP to print PDF/JPG files automatically without installing print drivers.



Print from mobile devices to HotSpot-enabled MFPs and printers for fast, convenient printing on the go.

Customize Workflows

The Ricoh Aficio MP 2352/MP 2852/MP 3352 offers innovative tools that accommodate the unique demands of your environment and streamline business-critical activities.

- Customize MFP touch-screen menus directly from the PC quickly without IT support and create secure, searchable PDFs from text files, spreadsheets and scanned documents with Personal Paperless Document Manager (PPDM) software.
- Expedite meta-data entry and integrate directly with many of the leading Document Management Systems at the MFP with optional support for GlobalScan NX, eCopy, NSI AutoStore and other applications with the optional USB Keyboard.*
- Connect to optional Cloud applications such as DocumentMall. Documents can be securely scanned to a folder in DocumentMall or downloaded for printing.
- Develop customized applications using Embedded Software Architecture, a Java-compatible Software Development Kit (SDK).



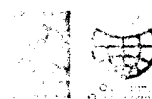
High-yield consumables help minimize operating costs and downtime. Genuine Ricoh supplies foster optimal performance and superior print quality.

Sustainable Efficiency

Conserve energy while boosting productivity. Ricoh has incorporated a variety of environmentally-friendly features that conserve time and money.

- Reduce paper consumption by printing double-sided documents—and reducing output by up to half—with standard automatic duplexing.
- Start printing and copying quickly. The Ricoh Aficio MP 2352/MP 2852/MP 3352 warms up in as few as 14 seconds and recovers from Sleep Mode as quickly as 10 seconds.
- Save energy with fast first-copy times. This digital imaging system can produce a first copy in as little as 4.5 seconds.

The Total Green Office Solution



Ricoh continues its long-standing commitment to developing office solutions with environmentally friendly and superior energy- and supply-saving features, without compromising productivity.

*Native embedded scanning is not supported.

Ricoh Americas Corporation
Professional Services
P.O. Box 534777
Atlanta, GA 30353-4777

INVOICE

RICOH

Page 1 of 2

Customer Number: 79135

Invoice: R74 1397
Invoice Date: 10/29/2012
Terms: NET30
Customer PO:
Federal ID: 23-0334400

Galveston County
Accounts Payable
Address

Ship to: Galveston County
Address

For questions, please call 1-800-362-3196

Services Invoice			
Cost per copy (CPC) charges			
B/W Fleet charges:			
# Impressions	Cost per Impression	Unit Cost	
220.00	.0051	1.00.00	
Color Fleet charges			
# Impressions	Cost per Impression	Unit Cost	
600.000	.0038	1.00.00	
Production B/W	Cost per Impression	Unit Cost	
600.00	.0050	1.00.00	
Wide format (10x11)	Cost per linear ft.	Unit Cost	
600.000	.00753	1.00.00	
		<u>500.00</u>	
CPC Summary			
Note: this total is for the monthly leases. If the cost per copy charges had actually totaled more than 10", they would be included this total			
See additional pages for invoice details			
Billing Ref:		Non-Taxable	\$25,130.20
Base Billing Period: 10/01/12 to 10/31/12		Taxable	
		Sales Tax	
		Total Invoice	\$25,130.20 Includes lease and CPC Summary

Important: Detach and Return This Portion With Your Payment

To ensure proper credit to your account, please write your customer and invoice number on your check

Galveston County
Address

Inv #: R74 1397

Cust #: 79135

Due Date: 11/28/2012

Make check payable and remit to:

Ricoh Americas Corporation - 79135
PROFESSIONAL SERVICES
P.O. Box 534777
ATLANTA, GA 30353-4777

Total Amount Due:

\$25,130.20

Thank you for choosing Ricoh

Ricoh Americas Corporation
Professional Services
P.O. Box 534777
Atlanta, GA 30353-4777

INVOICE

Page 2 of 2

Customer Number: 79135
Saveston County Accounts Payable

Invoice:
Invoice Date :

R74 1397
10/29/2012

Item Description	PO #	Quantity	Tax	Unit Price	Extended Price
Total Monthly Lease Payment		1			625,180.20
Ricoh MFP Fleet 104 units with device relationship management software. (note actual invoice would include a list of units and serial numbers)		1			515,060.20
Print Shop Color,black and white production units, wide format units, color walk up unit and scanner. (note actual invoice would include a list of units and serial numbers)		1			33,778.00
Software Technesis i Optimize ISI AS Workflow CAP Software and Card Readers Includes Service and Maintenance		1			25,342.00

RICOH

AMERICA'S CHOICE

Response to

Galveston County

Enterprise Fleet Copier

Management &

Implementation Services

REP#B122034

BAFO Response



Presented by:

Mark Jennes

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Account Executive

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Ricoh Response to Best and Final Offer (BAFO) for RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

We appreciate the opportunity to provide this response to your Best and Final offer request. We worked very hard during the initial bid response to utilize all of the resources available to us provide the most competitive bid response that we could offer. However, we are glad that we have the opportunity to modify a few of the pricing categories. These changes are reflected in new pricing on the attached Pricing Summary Sheet.

We also want to take the opportunity to elaborate on key points in our proposal that we feel make Ricoh the best value choice for the County. RICOH recommends utilization of The **State of Texas DIR Contract # DIR-SDD-1674**. The RICOH DIR contract enables Galveston County to order equipment via purchase order only; No lease is required. Furthermore, there are many pricing benefits and contractual safeguards already built in to this contract.

Some of the key features of our response include the following:

- A refresh of your fleet, based on our understanding of your requirements.
 - All Ricoh fleet devices, as well as the Print Shop devices feature a common user interface. This means that County personnel, no matter where they go in the county, will always have a multifunction device that they are comfortable with to use.
 - We proposed the same units for Type I,II,and III. These units meet or exceed the County's stated requirements, AND they allow a common supply items (toner) and fewer "trunk stock" items carried by our technicians, to be used on 72% of the County's fleet. This can lead to increased uptime for the fleet
- The inclusion of **Notable Solutions, Inc. (NSI) Autostore** to address the County's scanning and workflow automation requirements. NSI's AutoStore 6 was identified as a key product designed to help Ricoh customers more effectively manage their business information. ***Ricoh is NSI's largest channel partner***, and we have jointly implemented solutions at other county government locations with requirements similar to those at Galveston County. We welcome the opportunity to have you talk to some of these customers.
- The inclusion of **Technesis Print Control System** to address the Fleet Management and Network Printing Cost requirements. We have several solutions that can address the requirements in these areas, however, we are keenly aware of the issues the county has

experienced when similar programs were installed on a trial basis. In late 2010, Technesis was installed in the County environment and ran effectively, with no compatibility issues reported. At the time we were told that there were products that the County would not consider (which we could have offered), because of the compatibility issues. Technesis was the right solution at that time, and we believe it to be the right solution now.

- The inclusion of Ricoh's Card Authentication Program (CAP), allowing you to authenticate at the walk-up copier with the integration of a card reader utilizing Proximity Cards already in place at the County. This effectively "locks down" the functionality of each machine, until an employee swipes his/her card.
- The inclusion of the **@Remote** monitoring tool for all Ricoh networked devices included at no extra charge. **@Remote** will automatically collect and transmit meter reads for all devices, and transmit service codes to our service team. This will help maximize fleet up-time.
- The inclusion of **Web Image Monitor**. You will use Web Image Monitor to program and administer key system functions via a standard Web browser. Remote access to system details, supply status and settings enable users to manage the system anytime, anywhere.
- A unique County helpdesk solution for deployment of Ricoh service personnel, supply needs, trouble-shooting, etc. Furthermore, these personnel will pro-actively monitor the needs of fleet remotely. This will ensure the highest uptimes, by having a "bird's eye view" of the County's entire fleet.
- TRAC Software, providing the County with the ability to make "web submissions" and helpdesk tickets.
- No property tax payments will ever be required of the County.

Again, thank you for the opportunity to earn your business. We are confident Ricoh USA, Inc. possesses both the resources and the capabilities of being the future document processing partner of GALVESTON COUNTY, and we look forward to implementing your solution.

Sincerely,

Dianne M. Foreman
Strategic Account Sales Manager, GEM Team
Ricoh USA, Inc.

We have answered all of the BAFO questions below. The County questions are in black type, and the Ricoh responses are in blue type.

1. Please complete the attached Pricing Summary Sheet, including providing a sample monthly bill, for products included in your proposal. Please make sure your submission includes ALL charges (with explanation, as necessary.)

As shown on the attached sample monthly bill and attached Pricing Summary Sheet, you will find our Pricing Summary Sheet includes Option 2, which was not included in your initial submission. Option 2 was prepared to address the County's comments regarding the services we would provide for exceed the RFP's stated requirements.

2. Provide a detailed breakdown of all software costs, including continuing software maintenance, for the life of the proposal (5 years).

Estimated cost for software, including maintenance over the full five year period is \$5,342.00 monthly. The cost includes the following:

- Purchase of the network print management software
- Purchase of the scanning and workflow automation software
- Purchase of the authentication software and card readers
- License and maintenance for all of the software listed
- Education and training
- Project management

3. Provide a specific description of costs for on-going training (after initial deployment) and costs for advanced training for print shop personnel. For each type of training, please detail the type of post-deployment training along with any associated costs.

Post-deployment and on-going training is a key component on long term success for our customers. For this reason, a reasonable request for continuing training for our customers is warranted at no additional cost. If the operator is having issues or question on running the system try to take care of the issues over the phone or with web support at no cost. Following your use with Ricoh the RPS and RPSE will provide account reviews where the account will be performed.

There is no cost for on-going additional on-site training after the initial deployment. RPSE at no cost to the District.

There is no cost for on-going CP51ex Print Coloring Checklist-E 7ASV2 part for services provided after the on-going training.

4. Provide specific description of available support (on-line, phone, chat, or in-person) for print shop operations, including a detail of any and all associated costs (if any).

and we are committed to customer support and service, and we provide a number of resources to help our customers get the answers they need. Of course, customers can also call our toll-free support line 1-877-313-1688 and speak directly with trained Ricoh specialists.

Online Ricoh Customer Support provides several options. One option is the Knowledge Base. The Knowledge base is easy to use, fast and available 24 hours a day. Frequently asked questions and application procedures are available. The Knowledge Base has some of the information that is available through the Knowledge base.

RICOH

Customer Support USA

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Knowledge Base

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Product

US Ricoh Production Printing Systems **Pro 906EX, 1106EX, 1356EX**


Results 1 - 20 of 151

Summary

- 1 [How to install the PCL driver](#)
- 2 [Paper jam when printing from the bypass tray](#)
- 3 [List of Twain error codes](#)
- 4 [How to set the default driver settings: Postscript driver](#)
- 5 [When a paper tray displays a spanner symbol](#)
- 6 [How to use Scan to E-mail](#)
- 7 [How to enable installed accessories: PostScript](#)
- 8 [Windows print queue Status is always Offline](#)
- 9 [How to register/change/delete a User Code](#)
- 10 [Address book entries disappear](#)
- 11 [Specifying the sender when Scanning to E-mail](#)
- 12 [The PowerPoint 2010 "Pure Black and White" setting results in grayscale printouts](#)
- 13 [Exchange Server detects and filters Scan to Email messages as Spam](#)
- 14 [Multiple copies of duplex jobs are merged: Acrobat 8.1 x for Mac OS](#)

[Page top](#)

customers. For more information on how to get your first installation, go to [Contact Us](#) on the right side of the page. We will be happy to help you with any questions you may have, and we will be happy to provide you with the best possible service. For more information, please go to:


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Customer First

Simply fill out the fields below and you will be contacted by an associate to handle your request.

First name _____ **Last name** _____

Company name _____

Address _____

City _____

State _____ **Zip** _____

Business phone _____

Home address _____

Preferred contact _____

Please select your inquiry type _____

Please select the functional area of your inquiry _____

Please select the category that best fits your inquiry _____

Serial # _____

Message _____

Recaptcha code _____

Please enter code exactly as shown in image format _____

First name _____ **Last name** _____

Company name _____

Address _____

City _____

State _____ **Zip** _____

Business phone _____

Home address _____

Preferred contact _____

Please select your inquiry type _____

Please select the functional area of your inquiry _____

Please select the category that best fits your inquiry _____

Serial # _____

Message _____

Recaptcha code _____

Please enter code exactly as shown in image format _____

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☐ Customer Request ☐ Customer Issue

Functional area of your inquiry _____

Category of your inquiry _____

Serial # _____

Message _____

Recaptcha code _____

Please enter code exactly as shown in image format _____

Submit **Reset**

When you visit our [Direct Support](#) website, you will have access to our local Production Area (PWA) and our PPS (Production Problem Solving) team. The PPS team is available to help you with any questions you may have. The PPS team is available to help you with any questions you may have. The PPS team is available to help you with any questions you may have.

5. Are your proposed products fully capable of integration with Active Directory? Is this included in cost proposals?

If not, provide information detailing any additional one-time and recurring costs.

Yes, integration with Active Directory is included in our proposal.

6. You previously indicated you have the ability to create quotes for print shop charge backs and divide job costs for mixed color/b&w jobs. Are these capabilities provided as part of the costs defined in your proposal? If not, what are the additional costs for these functions?

Yes, these capabilities are provided as part of the costs defined in our proposal.

7. The fleet devices you quoted far exceed the RFP's stated requirements. If such devices exist, please provide data, to include all necessary pricing information for fleet devices that more closely meet device specification range included in the RFP, particularly for the Type I and Type II devices.

Our interpretation of the RFP requirements for the various unit types (in term of speed is as follows:

- Type I: 15-19 ppm
- Type II: 20-25 ppm
- Type III: 26-30 ppm
- Type IV: 31 ppm black, 35 ppm color

To meet these requirements, we proposed the following units:

Type	Speed	Proposed Ricoh Unit	Proposed Ricoh Unit Speed
Type I	15-19 ppm	Ricoh MP 4002 SP	19 ppm
Type II	20-25 ppm	Ricoh MP 4002 SP	24 ppm
Type III	26-30 ppm	Ricoh MP 4002 SP	30 ppm
Type IV	31 ppm black, 35 ppm color	Ricoh MP 4002 SP	35 ppm black, 45 ppm color

Since we have already interpreted the RFP, our recommendations are within the within the stated requirements for all types, except Type I, where we exceed the maximum speed of 19 ppm to 24 ppm. To cover a machine that fits within range, the Ricoh MP2352 SP, which prints 24 pages at 19 ppm. We considered procuring this unit, however, the lead time for procuring the machine for all Type I and II units (common user) is 10-12 weeks. To supply units, lower cost per copy is the best value choice for

the value of the land acquisition is the net of the other value, and was to ensure a positive value for the land. The value in order that with a significantly lesser value it is not a loss to the State. For these reasons, we feel strongly that our initial proposal (provided as option 1 in the Pricing Summary Sheet) represents the best value for the County. We have, however, included an option which includes the MP 2352 SP with this last and final offer (identified as option 2 in the Pricing Summary Sheet).

10/20/01 Summary of 10/24/01

10/24/01 is incorporated in original RFP response

10/24/01 - Monthly Payment

10/24/01

for units with device relationship management software.
The cost per copy for black and white impressions will be
\$0.01. Color cost per copy: \$0.03

10/24/01

for deep color, black and white production units, wide format units,
work unit and scanner. The cost per copy for black and white
impressions will be \$0.029. Production Color cost per copy: \$0.05 (all sizes)
Work unit Color cost per copy: \$0.03. Wide format \$0.0763 lin/ft

10/24/01

software including network print management, scanning and workflow
automation, authentication and card reader, service and maintenance

10/24/01 changed all TYPE 1 units to Ricoh MP 2852 SP

10/24/01 - Monthly Payment

10/24/01

for units with device relationship management software
The cost per copy for black and white impressions will be \$0.053
Color cost per copy: \$0.03

10/24/01

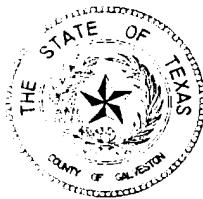
for deep color, black and white production units, wide format units,
work unit and scanner. The cost per copy for black and white
impressions will be \$0.029. Production Color cost per copy: \$0.05 (all
sizes). Work unit Color cost per copy: \$0.03. Wide format \$0.0763 lin/ft

10/24/01

software including network print management, scanning and workflow
automation, authentication and card readers.

10/24/01
10/24/01

10/24/01 changed all TYPE 1 units to Ricoh MP 2852 SP and the Ricoh MP 2852 SP
10/24/01 changed all TYPE 1 units to Ricoh MP 2852 SP



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

November 28, 2012

Mike McGaha
Xerox Corporation
1001 West Loop South Suite 500
Houston, Texas 77027
Michael.McGaha@xerox.com

RE: RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

Dear Mr. McGaha,

The Xerox Corporation has been chosen as one (1) of the short listed firms being considered for award for **RFP #B122034, Enterprise Fleet Copier Management & Implementation Services**. As part of the evaluation process, Galveston County has elected to invoke the Best and Final Offer (BAFO) provision as described in the General Provision section of the RFP, page 7, item 28, Best and Final Offers to further evaluate your proposal submittal.

It is requested that the following items be reviewed, addressed, and your best and final offer be sent to the address listed below by the specified time.

1. Please complete the attached Pricing Summary Sheet, including providing a sample monthly bill, for products included in your proposal. Please make sure your submission includes ALL charges (with explanation, as necessary). Your proposal included fleet devices that did not meet PPM and other standards established in the RFP. If such devices exists, please provide data, to include all necessary pricing information, for fleet devices meeting or exceeding requirements stated in the RFP.
2. Provide complete pricing data, to include any installation costs, software procurement/maintenance, and any other costs to install and maintain HID proximity card readers on all fleet devices proposed.

Please send your response by 10:00 a.m. on Monday, December 3, 2012 to the following address:

Rufus Crowder, CPPO, CPPB
Purchasing Agent
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550

Or you may send your response to the following e-mail address:
Rufus.Crowder@co.galveston.tx.us

If you have any questions, please feel free to contact me at (409) 770-5372.

Sincerely,

A handwritten signature in black ink, appearing to read "Rufus", followed by a long horizontal line.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County

Pricing Summary

	Totals
Total Monthly Payment based on 5 year pricing (include Fleet and Production):	
Total Monthly Charge for Fleet Units:	
Total Monthly Charge for Print Shop Units:	
Total Monthly Charge for all software (including all service and required software maintenance)	
Other Charges (explain in DETAIL):	

* In addition to above information Galveston County request a mock monthly billing based on your proposal minus volume charges.

McCullough, Darla

From: Crowder, Rufus
Sent: Monday, December 03, 2012 10:32 AM
To: Copier Management Committee
Subject: FW: COG Xerox BAFO
Attachments: COG Xerox BAFO.pdf

Please find attached the BAFO response from Xerox.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County Purchasing Department
Galveston County Courthouse
722 21st. Street, 5th Floor
Galveston, Texas 77550
Office: (409) 770-5372
Fax: (409) 621-7997
Cell: (409) 682-3134
e-mail: rufus.crowder@co.galveston.tx.us

Principles and Practices of Public Procurement Accountability, Ethics, Impartiality, Professionalism, Service, Transparency

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-----Original Message-----

From: McGaha, Michael [<mailto:Michael.McGaha@xerox.com>]
Sent: Monday, December 03, 2012 9:42 AM
To: Crowder, Rufus
Subject: FW: COG Xerox BAFO

On behalf of the local Xerox team, I would like to thank you for the opportunity to respond to the Best and Final Offer for RFP #B122034, Enterprise Fleet Copier Management & Implementation Services for the County of Galveston. Xerox highly values our current relationship with the County of Galveston and hopes to maintain and grow this relationship through this RFP process. Should there be any questions upon your initial review of our response, please do not hesitate to contact me.

Sincerely,

Mike McGaha
SBU Sales Executive
Southwest Region
1001 West Loop South
Houston, Texas 77027

office - 713.888.6236
cell - 281.773.8417
fax - 713.888.6116

www.xerox.com



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

November 28, 2012

Mike McGaha
Xerox Corporation
1001 West Loop South Suite 500
Houston, Texas 77027
Michael.McGaha@xerox.com

RE: RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

Dear Mr. McGaha,

The Xerox Corporation has been chosen as one (1) of the short listed firms being considered for award for **RFP #B122034, Enterprise Fleet Copier Management & Implementation Services**. As part of the evaluation process, Galveston County has elected to invoke the Best and Final Offer (BAFO) provision as described in the General Provision section of the RFP, page 7, item 28, Best and Final Offers to further evaluate your proposal submittal.

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1. Please complete the attached Pricing Summary Sheet, including providing a sample monthly bill, for products included in your proposal. Please make sure your submission includes ALL charges (with explanation, as necessary). Your proposal included fleet devices that did not meet PPM and other standards established in the RFP. If such devices exist, please provide data, to include all necessary pricing information, for fleet devices meeting or exceeding requirements stated in the RFP.
2. Provide complete pricing data, to include any installation costs, software procurement/maintenance, and any other costs to install and maintain HID proximity card readers on all fleet devices proposed.

Please send your response by 10:00 a.m. on Monday, December 3, 2012 to the following address:

Rufus Crowder, CPPO, CPPB
Purchasing Agent
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550

Or you may send your response to the following e-mail address:

Rufus.Crowder@co.galveston.tx.us

If you have any questions, please feel free to contact me at (409) 770-5372.

Sincerely,

A handwritten signature in black ink, appearing to read "Rufus", followed by a long horizontal line extending to the right.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County

Pricing Summary

	Totals
Total Monthly Payment based on 5 year pricing (include Fleet and Production):	\$16227
Total Monthly Charge for Fleet Units:	\$12667
Total Monthly Charge for Print Shop Units:	\$3560
Total Monthly Charge for all software (including all service and required software maintenance)	\$6979
Other Charges (explain in DETAIL): 105 Card Readers from YSOFT USB CR v2 for Xerox HID Prox	\$444

* In addition to above information Galveston County request a mock monthly billing based on your proposal minus volume charges.

Revised BAFO units with reduced base cost and click rates:

Fleet Devices

Type	# of Units	Model	Base Cost	B/W meter	Color meter
I	55	WC5330PT	\$114.75	\$.0046	n/a
II	9	WC5745APT	\$130.88	\$.0046	n/a
III	11	WC5745APT	\$130.88	\$.0046	n/a
IV	13	WC7545P	\$141.66	\$.0056	\$.0456
V	16	WC5765PT	\$118.54	\$.0046	n/a

Production Devices

Type	# of Units	Model	Base Cost	B/W meter	Color meter
X	2	D110CP w/ FF Server	\$912.66	\$.0036	n/a
XI	2	XC560 w/ X560FFPS	\$481.69	\$.0082	\$.0396
XII	1	WC7545P	\$141.66	\$.0056	\$.0456
FF Make Ready and Web Services	2		\$800.11	n/a	n/a

** We understand that the COG is looking for savings. We also would like to offer an alternate proposal for you to retain selected Xerox fleet units for 24 months. This would lower your monthly equipment price down to \$13,131 per month and allow you to avoid any cost of change. This equipment extension option would provide the County a 50% savings over the existing Xerox contract. If this alternate proposal is of interest to the County, we can provide more specifics on what the extension contract would look like.



Direct Inquiries and Correspondence To:
XEROX CORPORATION
CUSTOMER BUSINESS CENTER
P O BOX 660501
DALLAS, TX 75266-0501

Telephone: 888-333-7147

www.xerox.com/eSupportCentre

Customer No
711942300

Purchase Order No
00000

Xerox Order No

Special Reference No

Invoice No
111222333 Invoice Date
12/01/12

Date
12/01/12

Date Proc.
08/20/12

Tax

GSA Contract No

Registration No

Terms and Conditions of Payment
PAYABLE ON RECEIPT

Ship To
County of Galveston
P. O. Box 1418
Galveston, TX 77553-1418
Attn: apclerk@co.galveston.tx.us

Bill to:
County of Galveston
P. O. Box 1418
Galveston, TX 77553-1418
Attn: apclerk@co.galveston.tx.us

Master Order No

Bill Code

Remarks:
December 2012 INVOICE WITH November 2012
ACTUALS

Reorder No	Description	Quantity Ordered	Quantity Shipped	Unit Price	Amount
	FLEET MONTHLY MINIMUM	1	1	\$	\$
	BW OVERAGE			.0000	\$
	CLR OVERAGE			.0000	\$
	PRINT SHOP MONTHLY MINIMUM	1	1	\$	\$
	BW OVERAGE			.0000	
	CLR OVERAGE			.0000	
	SOFTWARE	1	1	\$	\$
	OTHER	1	1	\$	\$
INVOICE TOTAL					\$

TO ORDER SUPPLIES CALL TOLL FREE 1-800-822-2200

Please detach the payment portion and return with your remittance
Contact Customer Service Department for Change of Address

Ship To
County of Galveston
P. O. Box 1418
Galveston, TX 77553-1418
Attn: apclerk@co.galveston.tx.us

Bill To
County of Galveston
P. O. Box 1418
Galveston, TX 77553-1418
Attn: apclerk@co.galveston.tx.us

Send Payment To
Xerox Corporation
P.O. Box 731892
Dallas, TX
75373-1892

PLEASE PAY THIS AMOUNT=> \$



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

December 20, 2012

Mike McGaha
Xerox Corporation
1001 West Loop South Suite 500
Houston, Texas 77027
Michael.McGaha@xerox.com

RE: RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

Dear Mr. McGaha,

The Evaluation Committee is conducting their final analysis of the aforementioned RFP, and requests that Xerox review the following items and provide detailed comments on each section. If Xerox is the recommended service provider and chosen by the Commissioners' Court, these provisions, all or in part, may be incorporated into the resultant contract.

- **Total Satisfaction Guarantee** — Requirement for the full 5 year term of the lease. (Provide confirmation that the request contract does not fall under any of Xerox exceptions such as "This guarantee applies only to equipment which has been continuously maintained by Xerox or its authorized representatives under a Xerox express warranty or Xerox Maintenance agreement". One of the requirements for the Customer Satisfaction guarantee program is that the equipment be serviced by Xerox or an authorized agent for third party providers. The only time this could not apply is if the County owned a device that was not covered by a Xerox Maintenance Agreement.
 - o The Evaluation Committee feels that this item should fall under Xerox maintenance due to Machine Performance measures required in RFP. Xerox agrees to 95% equipment up time. (See Xerox Proposal Page 11 Paragraph 6 & 7. Yes the Customer Satisfaction guarantee is available for Xerox branded and 3rd party equipment provided under this agreement.
 - o In the Total Satisfaction Guarantee, add a clause stating whereas Galveston County would not have to pay for services, personnel, or equipment that was out of service for a specified timeframe. This will help to ensure our uptime is upheld. If a machine is broken three (3) days and unusable in its total capacity... whether it faxes and scans, but won't copy, or it copies and prints but won't fax, etc., the County is not charged for said device for the timeframe of the outage. (i.e. 3 days down, 3 days free on machine monthly) Xerox agrees to provide an appropriate service credit for any unit that is down more than 16 business hours and the credit can only be used to offset metering time.
- **Monthly Meeting** - County requests to continue to have monthly meetings with account manager to discuss invoicing, issues, and improvements. *voice*
- **Right Size** — The County should have to ability to "right-size" equipment based on mutual agreement by

both parties. (looking for flexibility to work with the vendor as a partner) The County will have the right to terminate the contract prior to implementation. However if the County incurs costs with the unit and associated piece of equipment during installation the County will be liable for any equipment or utility payment or other charges.

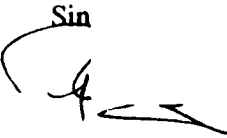
- **Travel Expenses**—No travel expenses should occur under this contract. *Agreed*
- **Invoicing** - Invoices should be itemized with sufficient detail and dollar amounts to allow Galveston County the ability to verify and determine what makes up a charge category. *Agreed*; please refer to the sample invoice provided with the BAFD
- **Reporting of downtime** — Galveston County request selected vendor take into consideration the County trouble ticket system generated to calculate up/down time. Galveston County IT and selected vendor can work together to come up with a mutually agreeable solution to encompass heat tickets in the calculations to provide for a more accurate account. Xerox will continue to provide tracking through a similar process provided today. This requirement appears to have changed from the original RFP and Xerox would like to work together with CCGIT to better understand this requirement.
- **Replacement Guarantee** — Galveston County is guaranteed a replacement should it be necessary and determined that a specific piece of equipment is failing at an unacceptable rate and/or that it has not functioned correctly in one of the capacities numerous times. It will be replaced with a like sized new unit and said unit will end coterminous with the remainder of the contract regardless of timeframe. (i.e. if Judge Henry's copier/print/multi-function device breaks with two (2) months left in contract, the unit shall be replaced for the two months with no ongoing costs after the initial contract period has expired, unless contract extension has been awarded) Xerox agrees that the equipment will be replaced with a like sized unit.
- **Relocations** — That IT staff be authorized to relocate equipment or be authorized to delegate authority via a shipping company to relocate the equipment to another facility upon sole discretion of the County. No fees shall be incurred in the relocation of the equipment. *Agreed*. However, the County will be responsible for any damage incurred as a result of the relocation and the County is responsible for all equipment payments during the relocation time.
- **Reductions-** That should the county decide to reduce the size of the fleet at any time that we be permitted at our discretion at a "free out" rate for the device, or at best a fraction of a percentage thereof. (i.e. if the County should close a branch or facility and have four (4) units reducing the fleet, if it's half of the contract the County should not have to pay for the units. IF the devices are returned they still have value to others and can be re-"leased" temporarily or re-utilized elsewhere, so the County should not be held financially responsible to balance out their monthly rate for the entire contract term. (If the County were to be, it would be better off to not decrease) The County has the ability to fund out without penalty if the County closes an operation and/or facility. However if the equipment is returned for any other reason the County will be liable for any remaining monthly equipment component charges.
- **Fixed Rate** - That the contract is with a fixed monthly rate calculated for the term and will not fluctuate nor will the cost of toner or per page overages rates for entire term of contract unless special circumstances occur whereas the contract must be amended or rewritten to include these changes. *Agreed*

Please send your response by 5:00 p.m. on Friday, December 28, 2012 to the following address:

Rufus Crowder, CPPO, CPPB
Purchasing Agent
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550

Or you may send your response to the following e-mail address:
Rufus.Crowder@co.galveston.tx.us

If you have any questions, please feel free to contact me at (409) 770-5372.

Sincerely, 

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21' Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

January 14, 2013

Mike McGaha
Xerox Corporation
1001 West Loop South Suite 500
Houston, Texas 77027
Michael.McGaha@xerox.com

RE: RFP #B122034, Enterprise Fleet Copier Management & Implementation Services

Dear Mr. McGaha,

The Evaluation Committee is nearing their final analysis of the aforementioned RFP, and requests that Xerox review the following item and provide detailed comments on each section. If Xerox is the recommended service provider and chosen by the Commissioners' Court, these provisions, all or in part, may be incorporated into the resultant contract.

- At contract expiration, and in the event the parties to any such contract agree to enter a temporary month-to-month continuation of services, please propose a plan for reducing pricing levels for what is, for all intents and purposes, end-of-life equipment (i.e., eliminating all machine costs and charging only per-click fees).

Xerox agrees to lowering the price for any device that has completed its initial 60-month equipment installation commitment. The equipment extension price offering will consist of a lower monthly equipment charge and the same copy/print charge. If accepted by the County, the County will be required to sign an Extension Amendment in the 61st month converting any equipment that completed its initial 60-month installation commitment to the extension price structure. The Extension Amendment will include a provision allowing the County to terminate any device converted to the extension price plan with 30-days prior written notice without penalty. All other provisions of the agreement will apply.

Please send your response by 5:00 p.m. on Tuesday, January 15, 2013 to the following address:

Rufus Crowder, CPPO, CPPB
Purchasing Agent
722 Moody (21' Street)
Fifth (5th) Floor
Galveston, Texas 77550

Sincerely,
A handwritten signature in black ink, appearing to read "Rufus", with a long horizontal stroke extending to the right.

Or you may send your response to the following e-mail address:
Rufus.Crowder@co.galveston.tx.us

If you have any questions, please feel free to contact me at (409) 770-5372. Sit

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County

McCullough, Darla

From: Clarke, John
Sent: Thursday, December 06, 2012 11:31 AM
To: Bonneau, John; Clarke, John; Crider, Rachael; Crowder, Rufus; Dickinson, Dick; Fite, Shelle; Johnson, James E.; McCoy, Wes ; McCullough, Darla; Quiroga, Bonnie; Rigdon, Shane; Tutt, Ray
Subject: RFP Comparison post BAFO rev 2.xlsx
Attachments: RFP Comparison post BAFO rev 2.xlsx

I plugged in the numbers pre and post BAFO. The resulting information shows the cost comparisons.

Thank you

Totals based on type, base cost and quantity

	Ricoh	Xerox	Ricoh	Xerox
<i>Type I</i>	\$ 7,771.85	\$ 6,591.75	\$ 6,428.40	\$ 6,311.25
<i>Type II</i>	\$ 1,250.10	\$ 1,202.04	\$ 1,246.50	\$ 1,177.92
<i>Type III</i>	\$ 1,423.84	\$ 1,469.16	\$ 1,523.50	\$ 1,439.68
<i>Type IV</i>	\$ 1,910.09	\$ 2,179.58	\$ 1,904.50	\$ 1,841.58
<i>Type V</i>	\$ 3,704.32	\$ 2,120.64	\$ 3,704.32	\$ 1,896.64
<i>Base Cost w/ Options</i>	\$ 16,060.20	\$ 13,563.17	\$ 14,807.22	\$ 12,667.07
<i>Workflow</i>		\$ 4,519.00		\$ 6,979.00
<i>Print Monitoring</i>	\$ 5,342.00	\$ 2,460.00	\$ 5,342.00	
Total	\$ 21,402.20	\$ 20,542.17	\$ 20,149.22	\$ 19,646.07
<i>HID readers</i>		\$ 444.00		\$ 444.00
<i>print shop</i>	\$ 3,832.50	\$ 3,839.98	\$ 3,778.00	\$ 3,560.12
Grand Total	\$ 25,234.70	\$ 24,826.15	\$ 23,927.22	\$ 23,650.19

Type I Volume Comparison based minimum volume of 4,000 impressions and a maximum volume of 15,000 impressions

MIN VOL	Ricoh	Xerox	Ricoh	Xerox
Unit Cost	\$ 138.91	\$ 119.85	\$ 115.52	\$ 114.75
B/W	0.00518	0.005	0.0058	0.0046
Volume	4,000	4,000	4,000	4,000
Total Cost	\$ 159.63	\$ 139.85	\$ 138.72	\$ 133.15

MAX VOL	Ricoh	Xerox	Ricoh	Xerox
Unit Cost	\$ 138.91	\$ 119.85	\$ 115.52	\$ 114.75
B/W	0.00518	0.005	0.0058	0.0046
Volume	15,000	15,000	15,000	15,000
Total Cost	\$ 216.61	\$ 194.85	\$ 202.52	\$ 183.75

Black & White Impressions

Type II Volume Comparison based minimum volume of 4,000 impressions and a maximum volume of 15,000 impressions

MIN VOL	<i>Ricoh</i>	<i>Xerox</i>	<i>Ricoh</i>	<i>Xerox</i>
Unit Cost	\$ 138.90	\$ 133.56	\$ 138.50	\$ 130.88
B/W	0.00518	0.005	0.0058	0.0046
Volume	4,000	4,000	4,000	4,000
Total Cost	\$ 159.62	\$ 153.56	\$ 161.70	\$ 149.28

Black & White Impressions

MAX VOL	<i>Ricoh</i>	<i>Xerox</i>	<i>Ricoh</i>	<i>Xerox</i>
Unit Cost	\$ 138.90	\$ 133.56	\$ 138.50	\$ 130.88
B/W	0.00518	0.005	0.0058	0.0046
Volume	15,000	15,000	15,000	15,000
Total Cost	\$ 216.60	\$ 208.56	\$ 225.50	\$ 199.88

Type III Volume Comparison based minimum volume of 4,000 impressions and a maximum volume of 15,000 impressions

MIN VOL	<i>Ricoh</i>	<i>Xerox</i>	<i>Ricoh</i>	<i>Xerox</i>
Unit Cost	\$ 129.44	\$ 133.56	\$ 138.50	\$ 130.88
B/W	0.00518	0.005	0.0058	0.0046
Volume	4,000	4,000	4,000	4,000
Total Cost	\$ 150.16	\$ 153.56	\$ 161.70	\$ 149.28

Black & White Impressions

MAX VOL	<i>Ricoh</i>	<i>Xerox</i>	<i>Ricoh</i>	<i>Xerox</i>
Unit Cost	\$ 129.44	\$ 133.56	\$ 138.50	\$ 130.88
B/W	0.00518	0.005	0.0058	0.0046
Volume	15,000	15,000	15,000	15,000
Total Cost	\$ 207.14	\$ 208.56	\$ 225.50	\$ 199.88

Type IV Volume Comparison based minimum volume of 4,000 impressions and a maximum volume of 15,000 impressions

<i>MIN VOL</i>	<i>Ricoh</i>	<i>Xerox</i>	<i>Ricoh</i>	<i>Xerox</i>
Unit Cost	\$ 146.93	\$ 167.66	\$ 146.50	\$ 141.66
B/W	0.00518	0.0056	0.0058	0.0056
Volume	4,000	4,000	4,000	4,000
Total Cost	\$ 167.65	\$ 190.06	\$ 169.70	\$ 164.06

Black & White Impressions

<i>MAX VOL</i>	<i>Ricoh</i>	<i>Xerox</i>	<i>Ricoh</i>	<i>Xerox</i>
Unit Cost	\$ 146.93	\$ 167.66	\$ 146.50	\$ 141.66
B/W	0.00518	0.0056	0.0058	0.0056
Volume	15,000	15,000	15,000	15,000
Total Cost	\$ 224.63	\$ 251.66	\$ 233.50	\$ 225.66

<i>MIN VOL</i>	<i>Ricoh</i>	<i>Xerox</i>	<i>Ricoh</i>	<i>Xerox</i>
Unit Cost	\$ 146.93	\$ 167.66	\$ 146.50	\$ 141.66
COLOR	0.0389	0.0456	0.0389	0.0456
Volume	4,000	4,000	4,000	4,000
Total Cost	\$ 302.53	\$ 350.06	\$ 302.10	\$ 324.06

Color Impressions

<i>MAX VOL</i>	<i>Ricoh</i>	<i>Xerox</i>	<i>Ricoh</i>	<i>Xerox</i>
Unit Cost	\$ 146.93	\$ 167.66	\$ 146.50	\$ 141.66
COLOR	0.0389	0.0456	0.0389	0.0456
Volume	15,000	15,000	15,000	15,000
Total Cost	\$ 730.43	\$ 851.66	\$ 730.00	\$ 825.66

Type V Volume Comparison based minimum volume of 4,000 impressions and a maximum volume of 15,000 impressions

MIN VOL	Ricoh	Xerox	Ricoh	Xerox
Unit Cost	\$ 231.52	\$ 132.54	\$ 231.52	\$ 118.54
B/W	0.00518	0.005	0.0058	0.0046
Volume	4,000	4,000	4,000	4,000
Total Cost	\$ 252.24	\$ 152.54	\$ 254.72	\$ 136.94

MAX VOL	Ricoh	Xerox	Ricoh	Xerox
Unit Cost	\$ 231.52	\$ 132.54	\$ 231.52	\$ 118.54
B/W	0.00518	0.005	0.0058	0.0046
Volume	15,000	15,000	15,000	15,000
Total Cost	\$ 309.22	\$ 207.54	\$ 318.52	\$ 187.54

Black & White Impressions

AGENDA ITEM #11.a.

**NO
BACK-UP
PROVIDED**

AGENDA ITEM #11.b.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 2 - 113th Congress)

Pursuant to 2 U.S.C. § 57, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, Galveston County Galveston County Courthouse 722 Moody, 4th Flr., Galveston, Texas 77550

(Landlord's name)

(Landlord's street address, city, state, ZIP code)

("Lessor"), and Congressman Randy Weber, a Member/Member-Elect of the U.S. House of Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee 1128 square feet of office space located at Calder Road Building, Suite 150, 174 Calder Road League City, Tx.
(Office street address)
in the city, state and ZIP code of 77573.
(Office city, state and ZIP)
2. **Parking.** The Lease includes (please check any and all that apply):
 - ☐ parking spaces that are assigned
 - ☒ parking spaces that are unassigned
 - ☐ General off-street parking on an as available basis
 - ☐ No off-street parking
3. **Term.** Lessee shall have and hold the leased premises for the period beginning January 3, 2013 and ending January 2, 2015. The term of this District Office Lease ("LEASE") may not exceed two years and may not extend beyond January 2, 2015, which is the end of the constitutional term of the Congress to which the Member is elected.
4. **Rent.** The monthly rent shall be \$1,500, and is payable in arrears on or before the last day of each calendar month. Rent payable under this LEASE shall be prorated on a daily basis for any fraction of a month of occupancy.
5. **Early Termination.** This Lease may be terminated by either party giving 30 days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives ("CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 113th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 113th Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

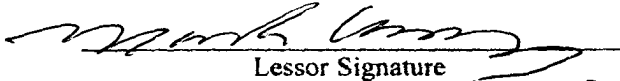
(Page 2 of 2 – 113th Congress)

9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.
10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

Galveston County

Print Name (Lessor/Landlord)



Lessor Signature

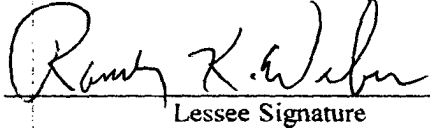
Mark A. Henry, County Judge

January 29, 2013

Date

Congressman Randy Weber

Print Name (Lessee)




Lessee Signature

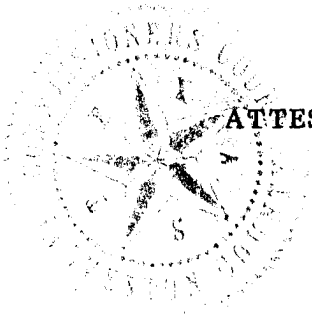
January 29, 2013

Date

ATTEST:



Dwight D. Sullivan
County Clerk



U.S. House of Representatives
Washington, D.C. 20515

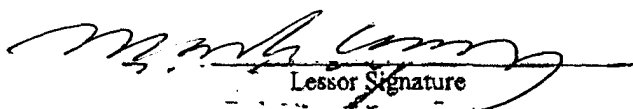
District Office Lease Attachment

(Page 4 of 4 - 113th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

Galveston County
Mark A. Henry, County Judge

Print Name (Lessor)

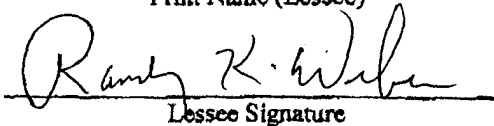

Lessor Signature

January 29, 2013

Date

Congressman Randy Weber

Print Name (Lessee)


Lessee Signature

January 29, 2013

Date

From the Member's Office, who is the point of contact for questions?

Name

Phone ()

E-mail

@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____
(Administrative Counsel)

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999